Océ
VarioPrint® 6000
Ultra Line

Experience ultra speed

océ

Canon
CANON GROUP

User manual
Operating
information

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Chapter 1
Preface

Trademarks

List of trademarks

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Xerox, DocuTech, DigiPath and FreeFlow are registered trademarks of Xerox Corporation.
Adobe and PostScript are registered trademarks of Adobe Systems Incorporated.

Products in this publication are referred to by their general trade names. In most, if not all cases, these designations are claimed as trademarks or registered trademarks of their respective companies.

Notes for the reader

Introduction

This manual helps you to use the Océ VarioPrint® 6000 Ultra Line. The manual contains a description of the product and guidelines to use and operate the Océ VarioPrint® 6000 Ultra Line.

Definition

Attention-Getters

Parts of this manual require your special attention. These parts can provide the following:

- Additional general information, for example, information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Warning, Caution and Note

The words **Warning**, **Caution** and **Note** draw your attention to important information.

Overview of the attention-getters

Word	Icon	Indicates
Warning		Ignoring this warning could cause serious injury or even death. The **Warning** indication has several icons that warn against various hazards. The icons are shown below.
Warning		General hazard
Warning		Hot surface
Warning		Electric shock
Warning		Moving parts
Warning		Laser beam

Word	Icon	Indicates
Caution		Ignoring this warning could cause injury or damage to property.
Note		Indicates additional important information.
		The use of heat-resistant gloves is mandatory when you carry out these actions.

Safety information

Before using this Océ product, make sure that you read and understand the safety information which is part of the user documentation. You can download the safety information via **http://global.oce.com/support/** or, if applicable, find it on the user documentation CD/DVD that is delivered together with the machine or obtain the safety information from your local Océ representative. To avoid potential hazards, maintenance is strictly preserved to properly qualified and trained service technicians.

... and Training?

Océ Education services

Knowledge is power. Especially when it comes to document workflow. Océ Education services systematically transfer our expert knowledge to your employees.

Our proven training methods give you insight that allows you to maximize results from all your Océ hardware and software.
And they lead to improved cost control, productivity and quality, as well as faster return on your investment.

For more information about Océ Education Services
download the Océ Education services brochure at http://global.oce.com/services/professional-services/education-services

Online support for your product

Introduction

Océ offers comprehensive support for your product on the website:
http://global.oce.com/
Here you can find the latest information that can help you to take full benefit of your product. You can also find answers to your questions.

Please visit the website regularly for updates on the following topics:

- Downloads:
- Support
- Supplies

Downloads:

User manuals, printer drivers and other resources can change without prior notice. To stay up-to-date, you are advised to download the latest resources from:
http://global.oce.com/support
Before using your product, you must always download the latest safety information for your product. Before using your product, make sure that you read and understand all safety information in the manual entitled "**Safety Instructions**".

Support

A Knowledge Base (OKB) with answers to your questions or problems is continuously being updated. To find an answer to your question or problem, please visit:
http://global.oce.com/support and select your product.
In the Support section, use the search field to enter your question. You will get a list of possible answers.

Supplies

A media guide with the latest information is available on the website:
http://global.oce.com/supplies/

Here you can find the media that your product supports, for example. You can also find more information about supplies for your product, such as toner. You can also order new supplies directly through the website.

Addresses of local Océ organizations

For the addresses of local Océ organizations, visit:
http://global.oce.com/contact/countries

Comments

Send your comments by e-mail to:
itc-userdoc@oce.com

Chapter 2
Introduction

Introduction to the Océ VarioPrint® 6000 Ultra Line

Introduction

The Océ VarioPrint® 6000 Ultra Line is a series of high-volume, cut-sheet printers. The machines are intended for both document printing and stream printing.
The key feature of the machine is the Océ Gemini Instant Duplex Technology. This technology enables the machine to print the front side and back side of a sheet at the same time. Depending on your version, the sustained print speed, including reconditioning, ranges from 170, 200, 250 to 314 images per minute (A4 / Letter) when you print a 2-sided document.
The print speed for 1-sided documents (A4/Letter) ranges from 125 images per minute to 157 images per minute (Océ VarioPrint® 6320 only).
This section gives a short description of the main features of the machine.

Note:
Not all the configurations mentioned in this user manual are available worldwide. Please contact your local dealer for the available configurations in your country.

Overview of the main features

- Océ Gemini Instant Duplex Technology that enables the printing on both sides of a sheet at the same time.
- Advanced scheduling concept on the operator panel to keep the machine running.
- Load and assign the media while the machine prints.
- Support of up to 12 paper trays (total input capacity up to 13,800 sheets) and a roll feeder.
- Support of up to 3 stackers, a finisher, a stacker/stapler and other external finishers.
- Support of a large range of media, media sizes and media weights.
- Support of PS/PCL/PDF and streaming PS.
- Support of a large range of software products, for example the Océ PRISMA series, Xerox® DigiPath® and Xerox® FreeFlow® Makeready, Kodak® KDK Link.
- Support of RDO files via Océ DP Link.
- Support of a direct copy path from the optional Océ DS60 scanner to the printer.

Available documentation

Introduction

This machine is delivered with the following items:

- A 'Documentation and Driver Notice'
- A 'Safety Information Sheet'.

Note:
Please check www.oce.com for the latest version of the documentation.

Main Content of the User Manuals

The following table provides an overview of the main content of the user manuals.

Main Content of the User Manuals

User Manual	Main content
Operating information	■ Overview of the main system components ■ Working with the operator panel ■ Handling and managing jobs on the operator panel ■ Optional finishers and other devices ■ Add media, toner and staples
Maintenance tasks	■ Replacing parts ■ Cleaning parts ■ Solve a paper jam in the engine module
Safety information	■ Instructions for safe use

Chapter 3
Power information

The power modes

Introduction

This section describes the power switches and the main power modes of the machine. The table in this section describes, among other things, the low-power mode and the sleep mode. These modes are energy-saving modes. You can set the timers for these modes in the Settings Editor on the controller. Furthermore, you can set a calendar timer in the Settings Editor. Then the machine will wake up from the sleep mode at the indicated time. You can use the calendar timer for example to make sure that the machine is ready for use at the beginning of your working day. The machine can warm up before you start your working day. Please refer to the online help on the Settings Editor for more information about these timers.

Description of the power switch and the On/Off button

The machine has the following switch and button to control the power supply.

- Power switch
  The power switch is located at the back side of the machine. The power switch connects and disconnects the machine to the mains power.
- On/Off button with amber and green LEDs.
  The On/Off button on the machine *'Introduction to the main system components'* on page 26 allows you to toggle between the stand-by mode and the sleep mode. This is only possible if the power switch is in the '1' position and the start-up phase is completed.

Description of the main power modes

The main power modes

Power mode	Description	Status of the On/Off button	Status of the Hold button and Release button
Off	The machine is completely off. The power switch is in the 'O' position. There is no power consumption. The machine cannot receive or print jobs.	Off	Off

Power mode	Description	Status of the On/Off button	Status of the Hold button and Release button
Starting up (divided into 2 stages)	Stage 1: After you put the power switch in the 'I' position, but before you press the On/Off button.	Blinking amber	Off
	Stage 2: After you press the On/Off button.	Continuous green	On
Stand-by mode	The machine is ready to print jobs.	Continuous green	On
Run mode	The machine is busy.	Continuous green	On
Low-power mode	The machine automatically enters the low-power mode when the machine has been in the stand-by mode for a defined time and no button was touched. The machine wakes up when a job arrives in the list of 'Scheduled jobs' or when you touch a button. The machine will start to warm up.	Continuous green	On
Going into sleep mode	The machine is preparing to go into sleep mode.	Blinking amber	On

Power mode	Description	Status of the On/Off button ⏻	Status of the Hold button ☐ and Release button ▷
Sleep mode	The machine automatically goes from the low-power mode into the sleep mode after a defined time. You can also place the machine into the sleep mode manually. Press the On/Off button ⏻ to do this. The machine will enter the sleep mode as soon as the list of 'Scheduled jobs' is empty. The machine will wake up from the sleep mode when you press the On/Off button ⏻ or when the calendar timer expires. The machine will also wake up when a printable job arrives in the list of 'Scheduled jobs', provided that the function 'Automatic wake-up' in the Settings Editor is enabled.	Continuous amber	Off

Turn on the machine

Introduction

This section describes how to turn on the machine when it is completely off.

Note:
When the machine is in the sleep mode (see *'The power modes'* on page 20), you must press the On/Off button ⏻ to wake up the machine.

Turn on the machine

1. Put the power switch at the back of the machine in the 'I' position.
   The On/Off button ⏻ blinks amber while the machine and the controller start up.
   Wait until the operator panel asks you to press the On/Off button ⏻.
2. Press the On/Off button ⏻.
   The On/Off button ⏻ remains green.
   The machine warms up.

Shut down the machine

Introduction

This section describes how to shut down the machine completely, for example for the holidays.

Note:
If you want to put the machine into the sleep mode manually (see *'The power modes'* on page 20), for example at the end of a working day, you must press the On/Off button. Then the machine will go into the sleep mode as soon as the list of 'Scheduled jobs' is empty. When the machine is in the sleep mode, the On/Off button is continuous amber.

Shut down the machine

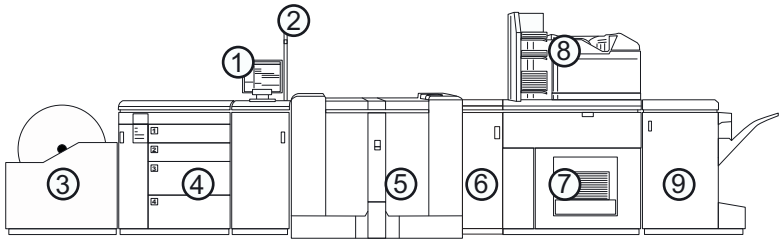
1. On the operator panel, press the 'System' button.
2. Touch the 'Setup' button.
3. Touch the 'Shut down system' button in the 'User interface' section.
   A dialog box asks you to confirm that you really want to shut down the machine.
4. Press 'Yes'.
   A message indicates when the shutdown will begin. Wait until the following has happened.
   - The Hold button □ and the Release button ▷ are off
   - The On/Off button blinks amber
   - The screen of the operator panel is off.
5. Put the power switch at the back of the machine in the 'O' position.

Chapter 4
Overview of the system components

Introduction to the main system components

Introduction

The following illustration shows the main system components. The table describes the main components. Please follow the links in the table for comprehensive information.



[10] The main system components

The main system components

The main system components

	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors or perform maintenance tasks (see *'The operator panel'* on page 28).
2	Operator attention light	The operator attention light enables you to check the status of the system from a distance (see *'The operator attention light'* on page 31).
3	Roll feeder (optional)	A roll feeder is an optional device that adds paper input capacity to your printer. When you use a roll feeder, you can only use 1 or 2 paper modules. A combination of 3 paper modules and a roll feeder is not possible. The operator panel displays the roll feeder and gives feedback about the status of the roll feeder. For example whether the roll is full or empty. Please refer to the documentation of the roll feeder manufacturer for more information, for example about replacing an empty roll.

	Component	Function
4	Paper module	The paper module contains 4 paper trays. The paper trays contain the media that will be printed. The default configuration of the system contains 1 paper module. You can add 1 or 2 more paper modules to the default configuration to increase the media input capacity (see *'The paper modules'* on page 36).
5	Engine module	The engine module contains the components that print the media. Access to the engine module is only required when a paper jam occurs or when maintenance is required. The doors at the left-hand side and right-hand side of the engine module give access to the toner units.
6	Puncher (optional)	The puncher (iXDP) can make holes in the prints. The number of holes depends on the die set that is installed (see *'Replace a die set'* on page 189).
7	Stacker	The stacker is the output location of a default configuration. The system supports up to 3 stackers (see *'The output locations'* on page 33).
8	Finisher (optional)	The finisher on top of the stacker is an optional output location for the print jobs. The finisher can staple the jobs (see *'The output locations'* on page 33).
9	Stacker/stapler (optional)	The stacker/stapler (iMFS) is an optional output location for the print jobs (see *'The output locations'* on page 33). The stacker/stapler supports a large number of media sizes.

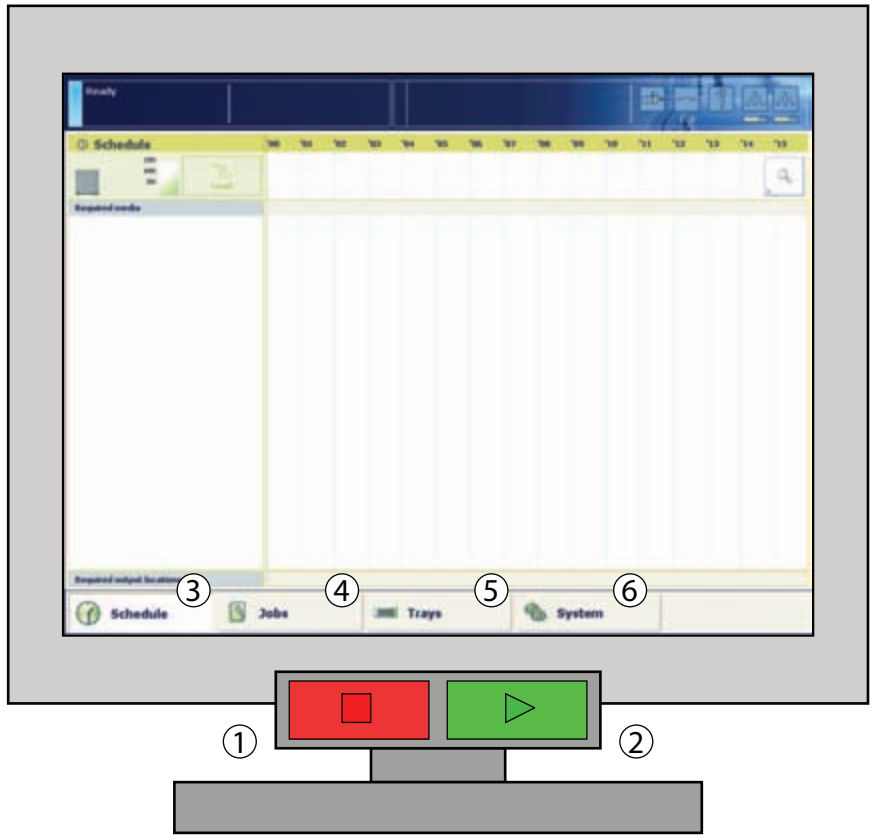
The operator panel

Introduction

The operator panel is a touch screen panel. You must touch the buttons on the operator panel to access the various functions. The operator panel is divided into 4 main views. The taskbar at the bottom of the screen contains the buttons that give access to the 4 main views. Furthermore, the operator panel has 2 hardkeys (□ and ▷) at the bottom of the panel.
This section gives an overview of the main keys and buttons of the operator panel.

Note:
You can clean the screen of the operator panel with a 50% mix of water and isopropyl alcohol (K2). Use a lint-free cloth. Always put the cleaner onto the cloth and not directly on the screen.

Illustration



[11] The operator panel

The main components of the operator panel

The main components of the operator panel

	Component	Function
1	Hold key □	■ Put the machine on hold ■ Stop printing after a set ■ Stop printing as soon as possible *'Stop a job'* on page 52.

	Component	Function
2	Release key ▷	■ Allow the machine to print ■ Resume printing when the machine is on hold. *Note:* In the dashboard a softkey is available with the same functionality.
3	'Schedule' button	Access the 'Schedule' view *'Introduction to the 'Schedule' view'* on page 43.
4	'Jobs' button	Access the 'Jobs' view *'Introduction to the 'Jobs' view'* on page 55.
5	'Trays' button	Access the 'Trays' view *'Introduction to the 'Trays' view'* on page 96.
6	'System' button	Access the 'System' view *'Introduction to the 'Printer' section'* on page 107 *'Introduction to the 'Maintenance' section'* on page 114 *'Introduction to the 'Setup' section'* on page 119 *'Introduction to the 'Media' section'* on page 139

The operator attention light

Introduction

The operator attention light informs you about the status of the machine. To improve the productivity, the operator attention light can warn you some time before the machine stops. You can set the warning time on the operator panel *'Change the warning time'* on page 128.

The operator attention light contains 3 lights (red, orange and green) that indicate the current status of the machine. The colors of the lights match the status that is currently indicated on the operator panel. For example, when operator interaction is required soon, both the dashboard *'The dashboard'* on page 40 and the operator attention light will display an orange warning. The dashboard displays a message with the required action. This section describes the meaning of the colors of the operator attention light.

[12] The operator attention light

Status colors

The colors of the operator attention light

Color	Description
Red	The machine has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
Orange	The machine will stop soon, for example because an output location is almost full. The orange light lights up when the machine reaches the warning time. Operator attention is required soon.

Color	Description
Green	The machine is busy printing. The machine can print longer than the defined warning time. Operator attention is not required.
All lights off	The machine is idle. There are no jobs scheduled for printing.

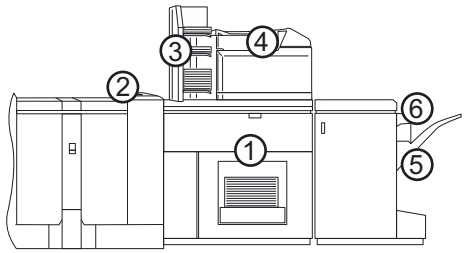
The output locations

Introduction

The machine supports several output locations for the printed jobs. The default configuration of your machine contains a stacker and the system output. The finisher and the stacker/stapler are optional output locations. Furthermore, you can connect several optional external finishers to the machine.

Note:
You need the optional finisher, the optional stacker/stapler or another optional external finisher to staple the jobs.

Illustration



[13] The output locations

Overview of the output locations

Description of the output locations

	Component	Description
1	'Stacker'	The stacker is the default output location of the machine. The stacker capacity is 6,000 sheets, in 2 stacks of 3,000 sheets each (80 g/m² or 20 lb. bond). The stacker does not contain staple cartridges. Therefore, the stacker cannot be the output location for jobs that require staples.

	Component	Description
2	'System output'	The system output is the output location for the following prints. ■ Error prints ■ Sample prints ■ Configuration reports ■ Job tickets ■ The test sheets for the media registration. Make sure that you regularly remove the sheets from the system output.
3	'Finisher' (optional)	The optional finisher contains the following output trays. ■ 3 output trays ■ 1 upper output (see no. 4 below) The finisher contains 2 staple cartridges to staple the jobs. The 3 output trays can receive A4, Letter and similar media sizes. Stapled jobs (A4, Letter and similar media sizes only) go into the output trays. The total capacity of the output trays is 3,700 sheets (80 g/m² or 20 lb bond). *Note:* The output trays cannot receive tab sheets.
4	'Finisher upper output'	The finisher upper output is part of the finisher. The upper output can receive all formats. However, the upper output is mainly intended for large media or jobs with mixed size media. The maximum capacity of the upper output is 500 sheets (80 g/m² or 20 lb bond). *Note:* The upper output does not contain staple cartridges. Therefore, the upper output cannot be the output location for jobs that require staples.

	Component	Description
5	'Stacker/stapler'(iMFS) - optional	The optional stacker/stapler contains 1 staple cartridge to staple the jobs. The staple cartridge can staple your document with 1 or 2 staples. The stacker/stapler can stack and staple various media sizes. The device supports the stapling of mixed media sizes, as long as the width of the media is the same. The capacity of the lower tray is 2,000 sheets (80 g/m² or 20 lb bond). *Note:* The stacker/stapler does not support the stapling of tab sheets.
6	'Stacker/stapler upper output'	The upper output is the upper tray of the stacker/stapler. The capacity of the upper output is 250 sheets (80 g/m² or 20 lb bond).

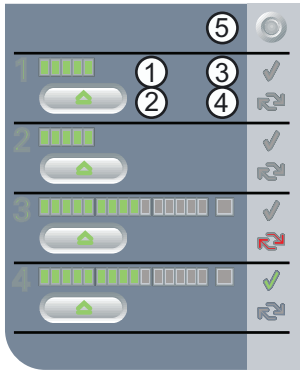
The paper modules

Introduction

The paper trays contain the media that are required for the print jobs. The default configuration of the machine contains 1 paper module with 4 paper trays. You can add 1 or 2 more paper modules to the machine. Then the total number of paper trays is extended to 8 or 12 respectively. You can find more information about the capacities of the paper trays and the supported media size in the appendix of this manual.
This section describes the control panel on each paper module.

Note:
You can use the control panel on the paper modules to open the paper trays and load the media. However, the recommended way to open the paper trays and assign the media is via the 'Schedule' view. You can also open the paper trays and/or assign the media via the 'Trays' view (see *'Assign the media to a paper tray'* on page 99).

Illustration



[14] The control panel on the paper modules

The control panel

Each paper module contains a control panel next to the upper paper tray. The control panel consists of 4 sections that correspond with the 4 paper trays. Each section displays the current filling level of the corresponding paper tray. Furthermore, the control panel indicates whether the media in the paper tray is assigned or not. The following table describes the various parts of the control panel.

The parts of the control panel

Number	Description
1	The LEDs indicate the current amount of sheets in the corresponding paper tray. Each lit-up LED indicates the presence of about 100 sheets (based on media of 80 g/m² or 20 lb bond).
2	Press the button to open the corresponding paper tray. You can only open 1 paper tray at a time.
3	When the check mark is green, the media in the paper tray is defined. The system knows which media is in the paper tray.
4	When the arrows are red, the media in the paper tray is not defined. The system does not know which media is in the paper tray. The 'Trays' view on the operator panel indicates that no media is assigned to the paper tray.
5	The 'Not assigned' button. This button applies to the paper tray where you just put the media. You can press the 'Not assigned' button when you load a new media type into a paper tray without defining this media type on the operator panel first. Then the printer cannot accidentally use the media in this paper tray before the media is correctly defined on the operator panel. You can define the media type in the 'Trays' view on the operator panel later (see *'Assign the media to a paper tray'* on page 99). *Note:* Make sure that the paper tray is open when you press the 'Not assigned' button.

Chapter 5
Working with the operator panel

Introduction

The dashboard

Introduction

The dashboard is the upper blue part of the operator panel. The dashboard is always visible, irrespective of the current view *'The operator panel'* on page 28. The dashboard gives the following feedback.

- The status of the system
- The current process
- Instructions for the operator
- The status of the supplies
- The status of the external finisher, if applicable
- Whether maintenance is required.
- The 'Resume' button ▷ after you stopped the printer.

Illustration

The following illustration shows the dashboard while the machine is busy. The vertical status bar is green. No action is required.

[15] The dashboard - No action is required

The following illustration shows the dashboard while the machine is busy. The vertical status bar is orange. Next to the status bar, the dashboard displays a message that indicates which action is required soon.

[16] The dashboard - Action is required soon

The parts of the dashboard

The dashboard

Number	Function
1	Display the status of the machine, for example 'Initializing...', 'Printing...' or 'Printing will stop...'. Each status message can have a sub-message with additional information.

Number	Function
2	Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed. For document printing, the counter can display the following information. ■ Set X of Y ■ Sheet X of Y or Sheet X. X represents the current status of the print job. Y represents the total number of sets or sheets of a print job. When the sorting method for a job is set to 'By set', and a set contains at least 40 pages, then the dashboard displays the set count (Set X of Y) and the sheet count (Sheet X of Y) for the set. If a set contains less than 40 pages, then the dashboard only displays the set count (Set X of Y). If the sorting method for a job is set to 'By page', or when you print stream jobs, the dashboard only displays a sheet count.
3	Display the action that you must do now or soon. The colors of the vertical status bar at the left-hand side match the colors of the operator attention light *'The operator attention light'* on page 31. When the color is orange or red, a message indicates the required action. Orange means that action is required soon. How long before an upcoming action the operator panel starts to display the message depends on the defined warning time *'Change the warning time'* on page 128. Red means that action is required now. *Note:* The operator panel can only display one message at a time. When there are more messages, the operator panel displays the first required or most important message.

Number	Function
4	■ Display the status of the external finisher, if applicable. ■ Display the status of the staple cartridges *'Check the status of the staple cartridges'* on page 111. ■ Display a warning that maintenance is required. When maintenance is required soon, the maintenance icon becomes orange. When maintenance is required now, the maintenance icon becomes red. ■ Display the status of the toner reservoirs *'Check the status of the toner reservoirs'* on page 109. *Note:* Only key operators who received the special maintenance training are allowed to do maintenance tasks.

The Schedule view

Introduction to the 'Schedule' view

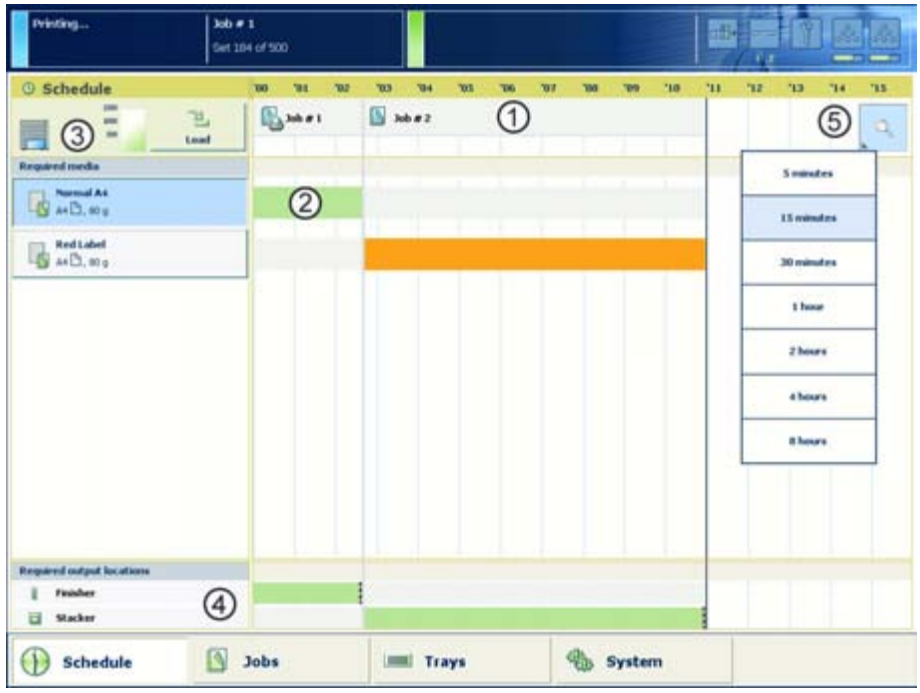
Introduction

The 'Schedule' is your daily planning board for print jobs. The 'Schedule' helps you to keep the machine running.

This section shows and describes the main parts of the 'Schedule'.

Note:
The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs, all the bars remain grey until the paper trays are empty or the output locations are full. Then the machine stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

The 'Schedule' view



[17] The 'Schedule' view

1. The jobs pane

The jobs pane shows the jobs on a timeline. The width of the job corresponds to the (remaining) print time. A vertical line separates the jobs. The vertical line moves to the left as the printing of a job progresses.
An icon and the job name represent a job. The icon indicates the state of the job, for example printing .
Furthermore, the icon indicates the stop moments of the machine. For example, when the setting 'Confirm start of job' in the workflow profiles (see list of references below) is set to 'On' or when you use the 'Stop after job' function.

2. The 'Required media' pane

The 'Required media' pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see list of references below). The bars show the availability of the media. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The required media is available.
Orange	The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
Yellow	The system cannot determine the exact number of sheets that is available in the paper trays.
Red	The media is required now, but not available. The job can only start when you load the required media.

When you print small jobs, the bars for these jobs may not be completely visible. To prevent that you do not see the status of these small jobs, the operator panel can show the following images.

NOTE
When you set the zoom control (5) to a shorter time-scale, in most cases the operator panel will display bars for these small jobs.

The possible display of small jobs

Image	Description
	Green. The required media is available.

Image	Description
	Orange. The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
	Red. The media is required now, but not available. The job can only start when you load the required media.

3. The media toolbar

The media toolbar displays the following information for the media that is selected in the 'Required media' pane. Furthermore, the media type toolbar contains the 'Load' button to load and assign the required media.

The icons in the media toolbar

Icon	Description
	The list of 'Required media' shows the required media for the scheduled jobs. When the paper module indicator is completely grey, this means that not one of the required media is available in the paper trays.
	The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in green, the highlighted paper tray contains a media that is required by one of the scheduled jobs.
	The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in blue, the highlighted paper tray contains the media that is also highlighted in blue in the list of 'Required media'.

4. The output locations pane

The output locations pane displays the output locations that are required for the scheduled jobs. The bars show the availability of the output locations. The bars can have the following colors.

The colors of the bars

Color of the bar	Description
Green	The output location is required and available.
Orange	The output location is required in the future, but not available then. For example, because the output location will be full soon.

Color of the bar	Description
Red	The output location is required now, but not available. For example, because the output location is full.
Gray	The output location is required, but availability is unknown.

5. The zoom control

The zoom control enables you to adjust the time scale visible in the 'Schedule'. When you press the zoom button, a drop-down list appears. Then you can select the desired time scale.

Load the media

Introduction

This section describes how to load the media into a paper tray.
When you load the media via the 'Load' button in the 'Schedule', the paper tray is automatically assigned to the correct media.
When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the paper tray to the loaded media manually.

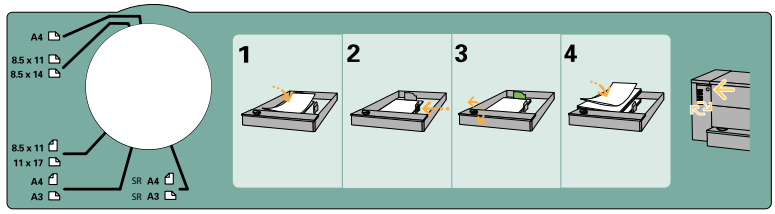
When no external finisher is connected to the machine, you must put all the media types face up and header up into the paper trays. The tabs of tab sheets must be at the right-hand side. When an external finisher is connected to the machine, it is possible that you must put the media into the paper trays in a different way. Refer to the documentation of the external finisher for more information about how to place the media.

When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.
- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).

Caution:
Always put the stack of media aligned with the left-hand side of the paper guides inside the paper trays, as indicated on the sticker inside the paper trays.

Illustration



[24] The sticker inside the paper trays indicates how to load the media

Load the media

1. Put a small stack of media into the paper tray.
2. Press the green handle on the right-hand guide and push the guide against the edge of the media.
3. Turn the green knob to adjust the front guide and the rear guide.
4. Put the rest of the media on top of the small stack.

Note:
If you want to assign the media later you must press the 'Not assigned' button *'The paper modules'* on page 36, as indicated on the right-hand side of the sticker.

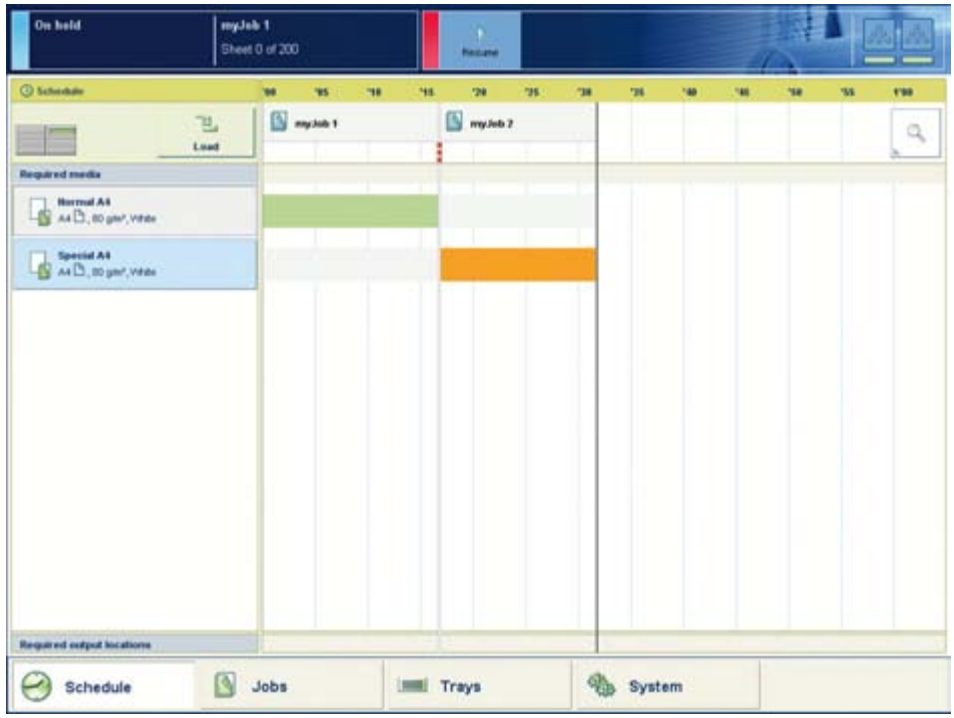
Load media via the 'Schedule' view

Introduction

When the 'Schedule' view is available on your printer, you can load and assign the required media directly in the 'Schedule' section.

Note:
When you load a different media size, you must also set the paper guides inside the paper tray to the correct dimensions.

Illustration



[25] Load the media

How to load and assign media via the 'Schedule' view

1. Touch the button for the media you want to load, for example Special A4.
2. Press 'Load'.
   The 'Trays' view appears.
3. On the screen, touch the paper tray where you want to load the media.

4. Touch 'OK' to open the paper tray.
5. Load the media into the paper tray.
   The system assumes you loaded the selected media type, in this example Special A4. The system will automatically assign Special A4 to that paper tray.

Note:
You can always change the assigned media type later by touching the 'Assign' button.

6. Gently close the paper tray.

■Introduction to the Schedule view, on page 43

Instructions for printing to the stacker/stapler (iMFS)

Introduction

Note:
This section only applies to the use of oriented media and tab sheets in combination with the optional stacker/stapler (iMFS).

The machine supports oriented media. Oriented media are media of which the front side differs from the back side. An example of oriented media is media with a company logo. If you use oriented media and print to the optional stacker/stapler, you must place the media into the paper trays as follows:

- Face up and header down (for long-edge feed)
  The face of the media, for example a company logo, is visible and point towards the front of the printer.
- Face up and header to the left (for short-edge feed).
  The face of the media is visible and points towards the left-hand side of the printer.

This orientation makes sure that the documents are stapled at the correct position.

Special instructions for the use of oriented media

When a job contains oriented media but no tab sheets, you must put this media header down into the paper tray. The media must align with the header-down orientation of the printed images (header down for long-edge feed and header to the right for short-edge feed).

Special instructions for the use of tab sheets

When a job contains tab sheets, you must do the following.

- Put all the oriented media for the job, including the tab sheets, header up and header to the left (for short-edge feed) into the paper tray.
- Temporarily change the default media orientation on the Controller to 'Header-up'. To do this, you must go to the setting 'Preferences' - 'Print job defaults' - 'Stacker/stapler (iMFS)' or 'Stacker/stapler upper output' - 'Header orientation'. There you can click the radio button for 'Header-up'.

Jobs that contain tab sheets are sent to the stacker/stapler when no stacker is present. When a stacker is present, the jobs are sent to the stacker to improve the stack quality.

Stop a job

Introduction

When the machine is printing a job, you can stop the machine at the following moments.

- Stop after a set
- Stop after a page
- Stop after a job.

The following table gives an overview of the stop behavior of the machine. The procedures in this section describe how to stop the machine via the operator panel.

Note:
You can also interrupt a job by ejecting a stack of sheets from the stacker. When you press the eject button next to the stacker door 1 time, the stacker ejects the stack when a set is ready. When you press the eject button 2 times, the stacker ejects the stack as soon as possible.

The stop behavior of the machine

When does the machine stop

When	Then
You press the Hold key □ 1 time	The machine stops when a set of the active print job is ready. It depends on the set size and the moment you press the key, when the machine will stop. For example, when you have a large set of 1,000 pages and you press the key after the first page, the printing will continue for a couple of minutes.
You press the Hold key □ 2 times	The machine stops as soon as possible (after a page, in most cases within 30 seconds).
You touch the 'Stop after job' button in the toolbar of the 'Jobs' view	The machine stops when the selected job is ready. The 'Jobs' view displays a horizontal red and white stop bar below the selected job. The 'Schedule' view displays a vertical stop bar behind the selected job.

When	Then
The 'Check first set' setting in a 'Workflow profile' is 'On' *'Work with the workflow profiles'* on page 121 and this setting is also enabled in the job	The machine stops each time the first set of a print job is ready. You can check the first set before you continue the print job.
The 'Confirm start of job' setting in a 'Workflow profile' is 'On'	The machine stops each time at the start of a job. You must start each job manually.

Note:
When you print streaming jobs or jobs that consist of 1 large set, you must always press the Hold key 2 times to stop the machine as soon as possible.

Stop after a set

1. Press the Hold key 1 time.
   The red LED of the Hold key starts to blink.
   The machine stops when a set of the active print job is ready.

Stop after a page

1. Press the Hold key 2 times.
   The red LED of the Hold key starts to blink.
   The machine stops as soon as possible.

Note:
The memory of the machine can contain up to 50 pages. Therefore, it is possible for the machine to print more than a set before the machine stops.

Stop after a job

1. In the list of 'Scheduled jobs' in the 'Jobs' view, touch the job after which the machine must stop.
2. Press 'Stop after job'.
   The machine stops as soon as the selected job has been printed. A red and white stop bar indicates that the stop-after-job function is active. Touch 'Stop after job' again to remove the stop bar and continue printing.

Stop a streaming job or transaction stream

1. Press the Hold key 1 time.
   The red LED of the Hold key starts to blink.
   The printer will continue to print the pages that are already in the buffer. When the buffer is empty, the printer stops.

The Jobs view

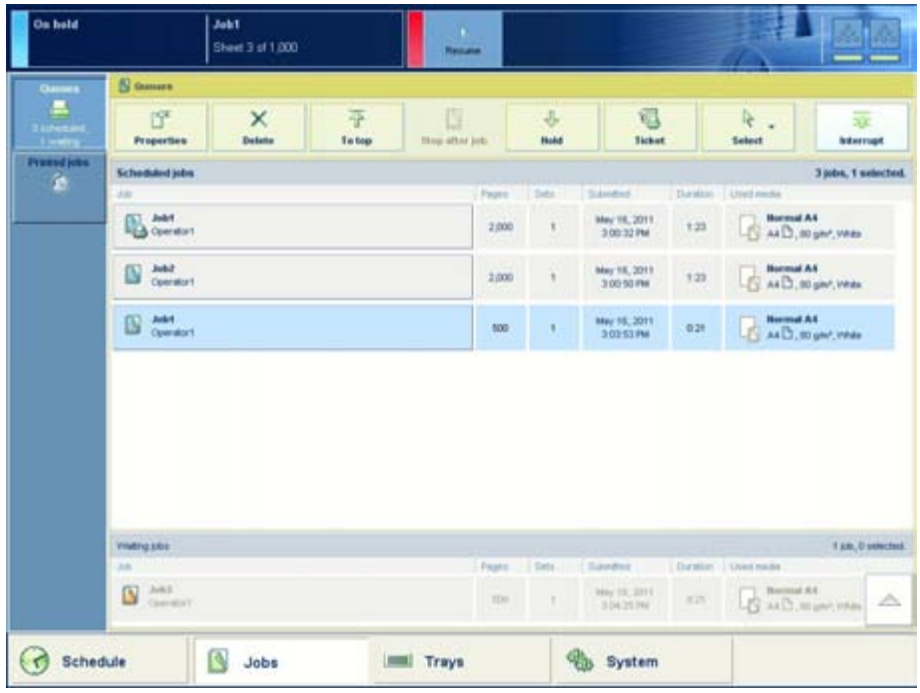
Introduction to the 'Jobs' view

Introduction

The 'Jobs' view enables you to manage the print jobs on the machine locally. The 'Jobs' view is divided in the 'Queues' and 'Printed jobs' views. This section describes the items of both views.

Note:
Whether a button is enabled depends on the number of selected jobs and the state of the jobs. Not all buttons are available for streaming jobs.

Illustration



[26] The 'Scheduled jobs' view

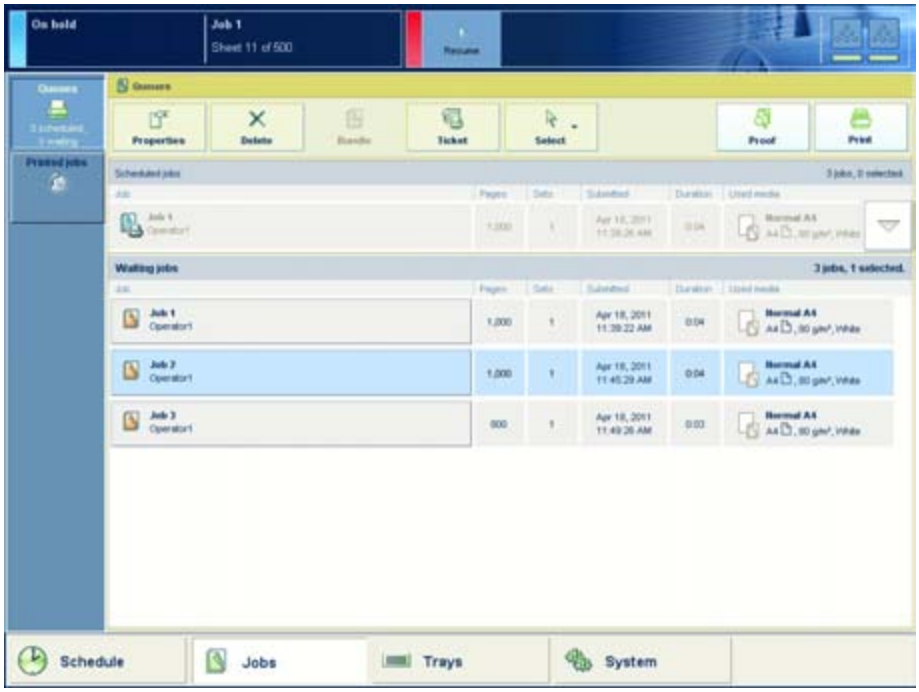
The items of the 'Scheduled jobs' view of the 'Jobs' view

Description of the 'Scheduled jobs' view

Item	Function	More information
'Scheduled jobs'	Display the active print job and the jobs that are scheduled for printing.	
'Properties' button	Check or change the properties of a job. The button is only enabled when you select 1 job. *Note:* You can also press a job 2 times to check or change the properties of that job.	
'To top' button	Give priority to a scheduled job. The job is printed when the active print job is ready. The button is only enabled when you select 1 job.	*'Give priority to a print job'* on page 65
'Stop after job' button	Stop the machine after a selected job. The button is only enabled when you select 1 job.	*'Stop a job'* on page 52
'Delete' button	Delete the selected job of jobs. The button is enabled when you select 1 or more jobs.	*'Delete print jobs'* on page 67
'Move' button	Move a job from the list of 'Scheduled jobs' to the list of 'Waiting jobs'. The button is enabled when you select 1 or more jobs.	*'Print a scheduled job later'* on page 69
'Ticket' button	Print an overview of the main job settings and job parameters. The button is only enabled when you select 1 job.	*'Print a job ticket'* on page 71

Item	Function	More information
'Select' button	Select a number of jobs at the same time. You can use one of the following: ■ 'All': select all the jobs in the list. ■ 'None': deselect all the jobs in the list. ■ 'Invert selection': turn the selected jobs into deselected jobs, and the other way round. ■ 'Jobs with available media': select all the jobs for which the media are currently available in the paper trays. ■ 'Jobs with label': select all the jobs with a certain label.	*'Select more than one job for printing'* on page 74 *'Select more than one job for printing'* on page 74
'Print now' button	Print an urgent job immediately. The job is printed when the current set of the active print job is ready. The button is only enabled when you select 1 or more jobs.	*'Print an urgent job immediately'* on page 66

Illustration



[27] The 'Waiting jobs' view

The items of the 'Waiting jobs' view of the 'Jobs' view

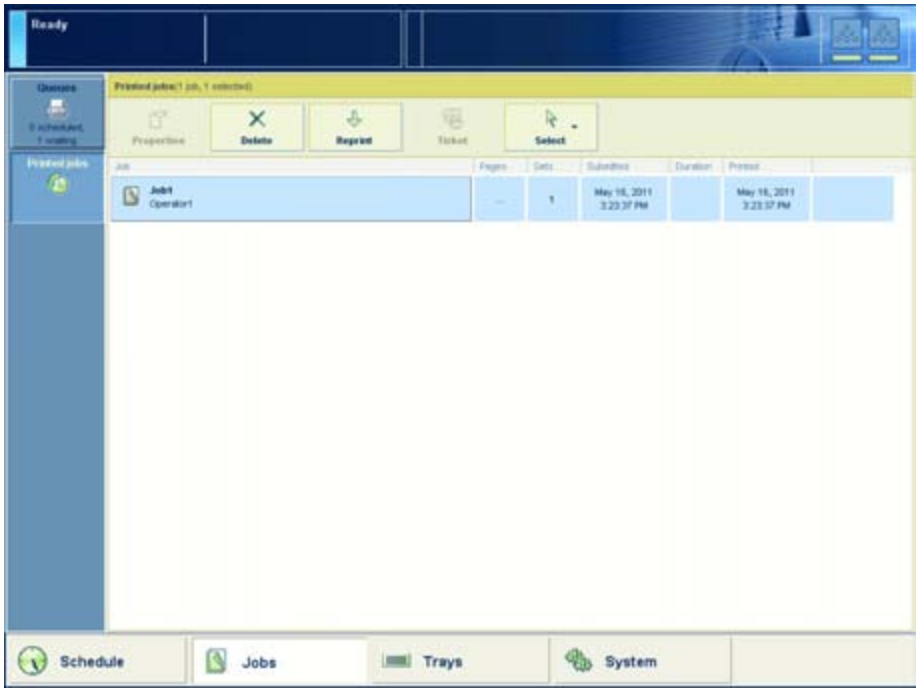
Description of the 'Waiting jobs' view

Item	Function	More information
'Waiting jobs'	Display the jobs that are not yet scheduled for printing.	
'Properties' button	Check or change the properties of a job. The button is only enabled when you select 1 job. *Note:* You can also press a job 2 times to check or change the properties of that job.	

Item	Function	More information
'Delete' button	Delete the selected job or jobs . The button is enabled when you select 1 or more jobs.	*'Delete print jobs'* on page 67
'Bundle' or 'Split' button	Bundle: Combine a number of jobs into 1 job, for example to create a set of documents that are required for a meeting. Split: Split a bundle job into the original jobs.	*'Bundle jobs in the list of 'Waiting jobs' '* on page 72
'Ticket' button	Print an overview of the main job settings and job parameters. The button is only enabled when you select 1 job.	*'Print a job ticket'* on page 71
'Select' button	Select a number of jobs at the same time. You can use one of the following: ■ 'All': select all the jobs in the list. ■ 'None': deselect all the jobs in the list. ■ 'Invert selection': turn the selected jobs into deselected jobs, and the other way round. ■ 'Jobs with available media': select all the jobs for which the media are currently available in the paper trays. ■ 'Jobs with label': select all the jobs with a certain label.	*'Select more than one job for printing'* on page 74 *'Select more than one job for printing'* on page 74

Item	Function	More information
'Proof' button	Print 1 copy of a job to check whether the result of the print job meets your expectation. The button is only enabled when you select 1 job. *Note:* The proof print is not subtracted from the number of sets you defined for this job.	*'Make a proof'* on page 70
'Print' button	Move a job from the list of 'Waiting jobs' to the list of 'Scheduled jobs'. The button is enabled when you select 1 or more jobs.	*'Schedule a waiting job for printing'* on page 63

Illustration



[28] The 'Printed jobs' view

The items of the 'Printed jobs' view of the 'Jobs' view

Description of the 'Printed jobs' view

Item	Function	More information
'Printed jobs'	Display the jobs that were printed successfully. The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Printed jobs' in the Settings Editor is enabled.	
'Properties' button	Check or change the properties of a job. The button is only enabled when you select 1 job. *Note:* You can also press a job 2 times to check or change the properties of that job.	
'Delete' button	Delete the selected job or jobs . The button is enabled when you select 1 or more jobs.	*'Delete print jobs'* on page 67
'Copy' button	Send a copy of a job that has been printed before to the list of 'Waiting jobs' to reprint the job. The button is enabled when you select 1 or more jobs.	*'Reprint a job'* on page 64
'Ticket' button	Print an overview of the main job settings and job parameters. The button is only enabled when you select 1 job.	*'Print a job ticket'* on page 71

Item	Function	More information
'Select' button	Select a number of jobs at the same time. You can use one of the following: ■ 'All': select all the jobs in the list. ■ 'None': deselect all the jobs in the list. ■ 'Invert selection': turn the selected jobs into deselected jobs, and the other way round. ■ 'Jobs with available media': select all the jobs for which the media are currently available in the paper trays. ■ Use 'Jobs with label' to select all the jobs with a certain label.	*'Select more than one job for printing'* on page 74 *'Select more than one job for printing'* on page 74

Schedule a waiting job for printing

Introduction

The destination of jobs is determined by the selected workflow profile. When jobs go to the list of 'Waiting jobs', you must manually send the jobs to the print queue (list of 'Scheduled jobs'). This enables you to keep full control of all jobs that must be printed.

How to schedule a waiting job for printing

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch to expand the desired list of 'Waiting jobs'.
3. Touch the job(s) you want to print or use the 'Select' button to make a selection.
   To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
4. Press 'Print'.
   The job is moved to the bottom of the list of 'Scheduled jobs'.

■Work with the workflow profiles, on page 121

Reprint a job

Introduction

Note:
The following description is only applicable when the setting 'Printed jobs' in the Settings Editor is enabled.

Print jobs that have been completed are moved from the list of 'Scheduled jobs' list to the list of 'Printed jobs'. The 'Printed jobs' list helps you to reprint jobs quicker and easier.

What you need to know about the list of Printed jobs

- When you want to reprint a job, the selected job is always copied to the list of 'Waiting jobs' first.
- You cannot change the job settings in the list of 'Printed jobs'. This is only possible in the list of 'Waiting jobs'.
- You cannot reprint streaming jobs.
- The list of 'Printed jobs' does not store proof prints, system jobs and jobs that were stopped or deleted.
- When you shut down the printer all jobs remain present in the list of 'Printed jobs'.
- The list of 'Printed jobs' can only store jobs. To prevent the disk of your system from becoming full, jobs must be deleted manually or automatically on a regular basis. In the Settings Editor, you can indicate the cleaning period, then the clean-up is carried out at midnight or at the next start-up (in general the next morning).
- If E-shredding is enabled, the jobs will be shredded after removal from the list of 'Printed jobs'.

How to reprint a job

1. Touch 'Jobs' -> 'Printed jobs'.
2. Touch the job(s) you want to reprint or use the 'Select' button to make a selection.
   To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
3. Press 'Copy'.
4. Touch 'Queues' -> 'Waiting jobs'.
5. Touch the job you want to reprint.
6. Touch 'Properties' if you want to change the settings, for example the number of sets.
7. Press 'Print'.

Give priority to a print job

Introduction

When you want to print a job as soon as possible, but not necessarily immediately, you must use the 'To top' function. The 'To top' function moves the selected job to the second position in the list of 'Scheduled jobs', below the active print job. The job will be printed when the active print job is ready.

How to give priority to a print job

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch to expand the list of 'Scheduled jobs'.
3. Touch the job to which you want to give priority.
4. Press 'To top'.

■Print an urgent job immediately, on page 66

Print an urgent job immediately

Introduction

When a job must be printed urgently, you can give that print job priority over all other print jobs. The 'Print now' button allows you to print a job immediately. When you use the 'Print now' button, the active print job will be paused as soon as the current set is ready.
To print a job as soon as possible but not immediately, you can use the 'To top' function.

Location of the 'Print now' button

The 'Print now' button is available in the 'Scheduled jobs' view.

Note:
To give priority to a job in the list of 'Waiting jobs', you must first touch 'Print' to send the job to the list of 'Scheduled jobs'. There you can select the job and touch 'Print now'.
To give priority to a job in the list of 'Printed jobs', you must first reprint the job (see *'Reprint a job'* on page 64). The job is sent to the list of 'Waiting jobs'. From there, you must send the job to the list of 'Scheduled jobs'. There you can select the job and touch 'Print now'.

Note:
If the output location of the priority print job is the same as the active print job, the priority print job comes on top of the last printed set of the active job.

How to print an urgent job immediately

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch to expand the list of 'Scheduled jobs'.
3. Touch the job which you want to print immediately.
4. Press 'Print now'.
   The urgent job appears at the top of the list of 'Scheduled jobs'. The active print job is paused as soon as the current set is ready and becomes second in the list.

■Give priority to a print job, on page 65

Delete print jobs

Locations from which jobs can be deleted

You can delete jobs from the following locations.

- List of 'Printed jobs' (if this function is enabled in the Settings Editor).
- List of 'Scheduled jobs'.
- List of 'Waiting jobs'.

Note:
You can only delete the active print job in the list of 'Scheduled jobs' when the printer is on hold. If necessary, press the Hold key □ 2x to put the printer on hold.

Select the jobs you want to delete

The table below describes your options to select one or more jobs.

Select one or more jobs that you want to delete

What to delete?	How to do?
One or more separate jobs	Go to the correct location described above, then touch the jobs one by one.
All jobs	Go to the correct location, then touch 'Select' -> 'All'.
'Jobs with available media'	Go to the correct location, then touch 'Select' -> 'Jobs with available media'.
'Jobs with label'	Go to the correct location, then touch 'Select' -> 'Jobs with label'.

Note:
For the list of 'Printed jobs', you can indicate in the Settings Editor that the list must be cleaned automatically at specified times. The factory default is 1 day. Furthermore, in the Settings Editor you can manually clean up the jobs in the lists of 'Printed jobs', 'Scheduled jobs' and 'Waiting jobs'.

How to delete the jobs

1. Go to one of the following locations.
   - Touch 'Jobs' -> 'Queues'
     If collapsed, first touch to expand the list of 'Scheduled jobs' or 'Waiting jobs'.
   - Touch 'Jobs' -> 'Printed jobs'

2. Select the jobs you want to delete.
3. Press 'Delete'.
   A message appears.
4. When you are sure that you want to delete the selected job(s), touch 'Yes'.

Print a scheduled job later

Introduction

The machine prints the jobs that are present in the list of 'Scheduled jobs'.

However, you can decide to print a job later, for example because:

- The required media are out of stock, or
- You first want to make a proof.

Then you must move the job back to the list of 'Waiting jobs'.

Note:
To select the active print job you must first press the Hold key 2x to stop the job.

How to print a scheduled job later

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch to expand the list of 'Scheduled jobs'.
3. Touch the job(s) you want to print later or use the 'Select' button to make a selection.
   To undo the multiple selection and only select 1 job, you must touch that job for 2 seconds.
4. Press 'Move'.
   The job is moved to the list of 'Waiting jobs'.

Make a proof, on page 70

Make a proof

Introduction

You can make a proof to check whether the quality and the layout of the output meet your expectations. When you use the 'Proof' function, the machine prints 1 copy of the job. You can only make a proof for a job in the list of 'Waiting jobs'.
This section describes how to make a proof.

Note:
When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, if you need 10 sets the printer will still print 10 sets after you made the proof. This is different from the checking of the first set (see *'Check the first set'* on page 78).

Make a proof

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs', touch the job of which you want to make a proof.

Note:
You can select more than 1 job at a time.

3. Press 'Proof'.
   A copy of the job goes to the bottom of the list of 'Scheduled jobs'.
   The original job remains in the list of 'Waiting jobs'.
   You can recognize a proof by the magnifying glass on the job icon .

Print a job ticket

Introduction

Job tickets are used to transfer settings from an application to the printer. It can be convenient to print a job ticket before printing a job, to get an overview of the main job characteristics.

Job tickets can contain the following information, for example.

- Job name.
- Job owner.
- Job destination.
- Job settings such as the number of sets.
- Required media.

The 'Ticket' button, which allows you to print a job ticket, is available in various locations on the operator panel.

Where to find the 'Ticket' button

The 'Ticket' button is available at the following locations.

- List of 'Printed jobs' (if this function is enabled in the Settings Editor).
- List of 'Scheduled jobs'.
- List of 'Waiting jobs'.

How to print a job ticket

1. Press 'Jobs'.
2. Go to one of the locations mentioned above.
3. Touch the job for which you want to print the job ticket.

Note:
You can only print a job ticket for 1 job at a time.

4. Press 'Ticket'.
   A message appears which confirms that the job ticket is printed.

Bundle jobs in the list of 'Waiting jobs'

Introduction

The bundle function allows you to combine 2 or more jobs into 1 new job. For example, this can be convenient when the participants of a meeting need several documents in a specific order. Often, the required documents are sent from several workplaces to the printer in advance. Normally, this means that you must print the documents first and sort or staple them later. By using the bundle function you can determine the order of the documents before printing and print all documents in the correct order in only 1 print job.

Important information about the bundle function

- You can only bundle print jobs that are currently in the list of 'Waiting jobs'.
- You can change a number of settings for the bundled job via the 'Properties' window.
- By default, the number of sets for a bundled job is 1. So before printing, you must first indicate the required number of sets.
- When you stop a job after a set, the printing stops after 1 copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- All the jobs in the bundle must have the same output location. Otherwise, the operator panel displays a warning message. To change the output location, you must first split the bundled job, then change the individual job settings and finally bundle the jobs again.

Main actions on the bundle function

The table below describes the main actions you can carry out with regard to the bundle function.

Main bundle functions

Main actions	Description
'Bundle'	When you touch 'Bundle' after selecting 2 or more jobs, a new job is created that contains the original jobs. The new job is added to the bottom of the list of 'Waiting jobs'. The original jobs are removed from the list. The new job gets a new name that is based on the name of the first job in the bundle.

Main actions	Description
'Split'	When you touch 'Split' after selecting a bundled job, the job is split into the original, separate jobs. The bundled job is removed. The separate jobs are added to the bottom of the list of 'Waiting jobs'. You can use the 'Split' function to correct mismatched settings, for example.
Change job settings	The 'Properties' window gives access to a pane where you can do the following. ■ Change a number of job settings. ■ Change the order of the jobs in the bundle.
'Delete'	Delete the job.
'Ticket'	Print the job ticket of the job.
'Proof'	Print 1 copy of the job first to check if the result meets your expectations.

How to combine print jobs

1. Touch 'Jobs' -> 'Queues' -> 'Waiting jobs'.
2. Touch the jobs you want to combine.

Note:
If all jobs you want to combine have the same label, you can also touch 'Select' -> 'Jobs with label' to select all the required jobs at once.

3. Press 'Bundle'.
   The operator panel displays an overview of the bundled job.
4. If necessary, use the 'Up' and 'Down' buttons to change the job order.
5. If necessary, change the job settings such as 'Number of bundles'.
6. Press 'OK'.

■Delete print jobs, on page 67
■Print a job ticket, on page 71
■Make a proof, on page 70

Select more than one job for printing

Introduction

The table below describes the possibilities to select more than one job for printing.

Select more jobs

Options	Description
Select 2 or more jobs manually	Touch the jobs you want to print one by one.
'Select' button - 'All'	All jobs in the list of 'Waiting jobs' are printed. The order in the list of 'Waiting jobs' determines the print order. However, in the list of 'Scheduled jobs' you can give priority to a job.
'Select' button - 'Jobs with available media'	All jobs for which the required media are currently available in the paper trays, will be printed. This improves the productivity, because you must not change the required media during printing. You may only need to add more of the currently available media types.
'Select' button - 'Jobs with label'	A label is a name or tag that helps you to identify certain jobs on the operator panel. When a job is sent to the printer, the person who submits the job can add a label to that job. The label can be any name that helps to identify certain jobs. A label is not connected to job settings. The label can be defined in the printer driver, in a job ticket or via an automated workflow. For example, the label 'Customer XYZ' can be added to jobs. Then you can select and print all the jobs for 'Customer XYZ' at once.

Note:
Automated workflows can be defined through the Settings Editor. You can find more information in the online help of the Settings Editor.

How to select more than one job for printing

1. Touch 'Jobs' -> 'Queues'.
2. If collapsed, first touch to expand the list of 'Waiting jobs'.
3. Touch the jobs you want to print one by one, or make a selection using the 'Select' button. The selected jobs are highlighted.
4. Press 'Print'.

■Give priority to a print job, on page 65

Checking and changing the job properties

Contradiction handling

Be aware that if you change settings you might make contradicting settings. If you make contradicting settings, the preview pane informs you how to solve the contradictions. The contradicting settings are marked orange and indicate where contradictions are found. The green check marks indicate where to find the settings that you must change to resolve the contradictions.

Change the number of sets

Introduction

When a job is sent to the machine, the desired number of sets will be indicated. However, you can change the number of sets on the operator panel.
This section describes how to change the number of sets for a specific job.

Note:
You can enter any value between 1 and 65,000 for all jobs except the active print job. To change the number of sets for the active print job, you must first press the Hold key □ 1 time. Then you can change the number of sets. You cannot define a lower value than the number of sets that has already been printed.

Change the number of sets

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', touch the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Touch the 'Number of sets' button.
   A numerical keyboard appears.
5. Use the numerical buttons to enter the desired number of sets.

Note:
Touch the arrow button <- to correct the previous entry or press 'Cancel' to close the numerical keyboard without saving the changes.

6. Press 'OK'.
   The numerical keyboard disappears.
7. Press 'OK'.

Check the first set

Introduction

If you have a large print job and you want to check whether the job is printed correctly, it is advised to check the first set before printing all other sets. When a job is sent to the printer, the submitter can indicate in the job submission application that the first set must be checked. However, the workflow profile that is selected on the operator panel determines how the printer handles these requests.

Depending on the selected workflow profile, the 'Check first set' setting can have the following values:

- 'On'
- 'Off'
- 'As in job'

When you use the 'Check first set' function, the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the printer will print the first set and then stop. When you continue the job, the 9 remaining sets are printed. This is different from printing a proof.

Methods to check the first set

You can use 1 of the following methods to indicate that you want to check the first set.

- Use a workflow profile where 'Check first set' is enabled. Then the printer stops after the first set.
- Enable the function 'Check first set' in the 'Properties' window for a specific job only. However, you can only change the 'Check first set' setting there when a workflow profile is selected where the 'Check first set' setting is 'As in job'.

Note:
You cannot change this setting for the active print job .

How to enable the checking of the first set

1. Touch 'Jobs' -> 'Queues' -> 'Scheduled jobs' or 'Waiting jobs'.
2. Touch the job you want to change.
3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Number of sets' button.
5. Touch 'Check first set' when the button states 'Off'.

The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled.

6. Press 'OK'.
   The 'Number of sets' button will now show a check mark.
7. Press 'OK'.

■Work with the workflow profiles, on page 121
■Make a proof, on page 70

Change the page range you want to print

Introduction

Usually, in the printer driver is defined whether all pages or only a range of pages must be printed. However, you can also change this setting through the operator panel.

Note:
You cannot change this setting for the active print job .

How to change the page range you want to print

1. Touch 'Jobs' -> 'Queues' -> 'Scheduled jobs' or 'Waiting jobs'.
2. Touch the job you want to change.
3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Page range' button.
5. Touch 'Pages to print' -> 'Pages'.
6. Touch the 'From' button and enter the number of the first page you want to print.
7. Touch the 'To' button and enter the number of the last page you want to print.
8. Press 'OK'.

Enable the separator sheets

Introduction

When you print jobs with many sets, it can be difficult to identify your sets in the stack of paper.

You can separate your sets in two ways:

- By 'Offset stacking', see *'Change the stacking method per job'* on page 83.
  Each set or job will be stacked with an offset compared to the previous set or job.
- By 'Separator sheets'.
  A separator sheet is a sheet that is inserted before each set. Separator sheets are handy, for example, when you want to transport the sets in one straight stack in the original box. You can define the media you want to use as separator sheets in the Settings Editor.

This section describes how to enable the separator sheets.

Enable the separator sheets

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', touch the job you want to edit.
3. Touch the 'Separator sheets' button when the button states 'Off'.
   The text changes from 'Off' to 'On'.

Rename a job

Introduction

When you print a job, the job name is created in the application. The job name is displayed in the 'Job name' field. However, you can rename the job.

How to rename a job

1. In the job window, touch 'Job name'.
   A keyboard appears.
2. Touch 'Backspace' until the current name is deleted.
3. Touch the characters to enter a new name.
4. Press 'OK'.

Change the stacking method per job

Introduction

The 'Offset stacking' function creates a visible distinction between sets or jobs in an output location. The active workflow profile or the active automated workflow determines the default type of offset stacking.
You can only change the type of 'Offset stacking' per job when the 'Offset stacking' setting of the active 'Workflow profile' is set to 'Sets (as in job)'.

Note:
You cannot change this setting for the active print job .

Note:
Automated workflows can be defined through the Settings Editor. You can find more information in the online help of the Settings Editor.

How to change the stacking method per job

Note:
Remember that you can only change the stacking method per job when the active 'Workflow profile' is set to 'Sets (as in job)'.

1. Touch 'Jobs' -> 'Queues' -> 'Scheduled jobs' or 'Waiting jobs'.
2. Touch the job you want to change.
3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the 'Print delivery' button.
5. Touch the 'Offset stacking' button to toggle between 'On' and 'Off'.
   The offset stacking is defined per N sets. By default, this number is 1. If a number is specified, this specified number of printed sets of a job will be delivered to an output location in one straight stack, the next number of printed sets are stacked with an offset.
6. Press 'OK'.

■Work with the workflow profiles, on page 121

Change '2-sided' into '1-sided' and vice versa

Introduction

Jobs for which '1-sided' or '2-sided' printing was defined, will be printed on either 1 side or both sides of a sheet. If required, you can change this setting.
When a job contains mixed settings ('1-sided' and '2-sided'), you can change this setting to '1-sided' or '2-sided' for the complete job.

Note:
You cannot change this setting for the active print job .

How to change '2-sided' into '1-sided' and vice versa

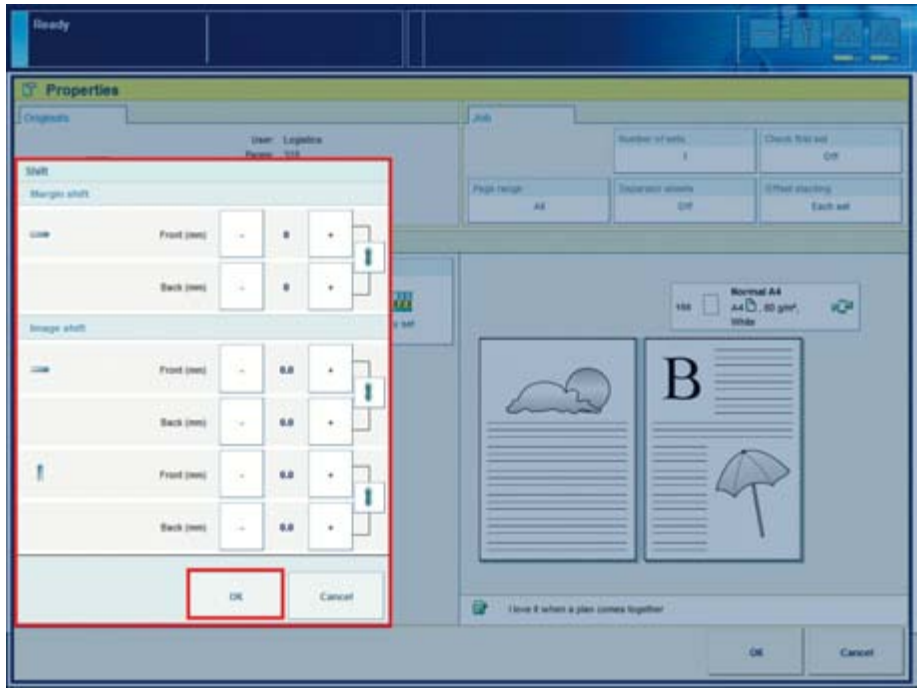
1. Touch 'Jobs' -> 'Queues' -> 'Scheduled jobs' or 'Waiting jobs'.
2. Touch the job you want to change.
3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. Touch the '1- or 2-sided' button.
5. Touch the desired value.
6. Press 'OK'.

Shift the image in the document printing mode

Introduction

When you use pre-printed media with marked locations for specific text, for example, a misalignment of the text can occur. For example, an address is not exactly placed in the center of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically.
This section describes how to shift the image.

Illustration



[29] Shift the image

Shift the image

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Shift'.
5. Press the - or + buttons to shift the image on the front side or back side of the sheet.
6. Press 'OK'.

Change the print delivery settings

Introduction

Usually the print delivery settings have been defined in the printer driver.

Overview of the print delivery settings

Setting	Description
'Output location'	Change the output location for the job. The list shows all the output locations that are available for your system. Make sure there is a match between the selected output location and the job requirements. For example, when a job requires staples, you must select an output location that allows stapling.
'Sort'	Change the sorting method of the prints. You can select sort 'By page' or 'By set'. [30] Sort by page [31] Sort by set
'Offset stacking'	Stack the prints with an offset. This setting is only available when the 'Offset stacking' setting of the active 'Workflow profile' is set to 'Sets (as in job)'.
'Advanced settings'	Finishing equipment often requires that the printed sheets are delivered in a certain order. For finishers that are integrated in your printing system, the required settings are adapted automatically. However, sometimes it can be necessary to change a number of settings manually, for example when you want to finish the prints using offline finishers. If required, you can change the 'Sheet order', 'Sheet orientation', 'Print order' and 'Rotation'.

'Advanced settings'

Setting	Description
'Sheet order'	'Face up' Deliver the prints face up, first sheet on top. 'Face up reverse' Deliver the prints face up, last sheet on top. 'Face down' Deliver the prints face down, first sheet on top. 'Face down reverse' Deliver the prints face down, last sheet on top.
'Sheet orientation'	 'Header up LEF' Deliver the prints with the header on top side and in portrait position (vertical). 'Header up SEF' Deliver the prints with the header on top side and in landscape position (horizontal). 'Header down LEF' Deliver the prints with the header at the bottom side and in portrait position (vertical). 'Header down SEF' Deliver the prints with the header at the bottom side and in landscape position (horizontal).
'Print order'	■ 'Front/back' Default value. The front page on the front, the back page on the back. ■ 'Back/front' Puts the front page on the back and the back page on the front.

Setting	Description
'Rotation'	■ 'o degrees' ■ '180 degrees' Rotates the prints 180 degrees.

Note:
You cannot change this setting for the active print job .

How to change the print delivery settings

1. Touch 'Jobs' -> 'Queues' -> 'Scheduled jobs' or 'Waiting jobs'.
2. Touch the job you want to change.
3. Press 'Properties'.
4. Touch the 'Print delivery' button.
5. Make the required changes.
6. Press 'OK'.

■Change the stacking method per job, on page 83
■Work with the workflow profiles, on page 121

Change the number of staples

Introduction

When a job is sent to the machine, a desired number of staples for that job can be indicated. However, you can change the number of staples on the operator panel.
This section describes how to change the number of staples for a specific job.

Note:
There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. When a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example 'Finisher' because the 'Stacker' cannot staple the jobs. If you make a combination that is not possible, the operator panel displays an error message.

Change the number of staples

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', touch the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Touch the 'Binding' button.
5. Touch the desired number of staples.
6. Touch the desired location of the staples.
7. Press 'OK'.
   The 'Binding' button shows the currently selected number of staples.

Punch or fold the output

Introduction

If your machine is equipped with the puncher/folder, you can finish your documents with various binding methods. You have your documents punched for binders or fold them from A3/Ledger or A3/Ledger-like media into A4/Letter documents. On the operator panel you can indicate:

- The number of holes punched
- The folding method

Puncher

The number of holes you may punch depends on the puncher installed in your configuration:

- 2 or 4 punch holes for A4/A3 media (primarily for markets outside the USA)
- 2 or 3 punch holes for Letter/Ledger media (primarily for USA market).

Note:
The two punchers listed above are not interchangeable. You can only replace the entire puncher with the same type.

Folder

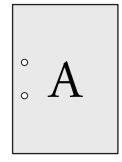
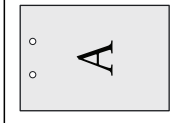
Folding methods available:

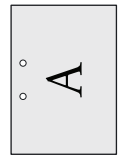
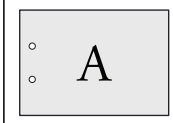
- Z-fold
- Half-fold.

Punch orientation

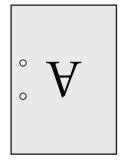
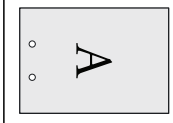
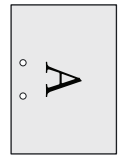
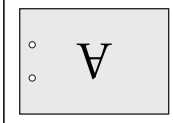
The punch orientation depends on how you place the media in the paper trays. The table below gives an overview of the possible combinations and the resulting punch orientation.

Deposit header-up or left

Deposit header-up / left (Paper Logic)				
Orientation	**Feed edge**	**Punch example**	**Feed edge**	**Punch example**
Portrait	Long-edge feed		Short-edge feed	

Deposit header-up / left (Paper Logic)				
Orientation	**Feed edge**	**Punch example**	**Feed edge**	**Punch example**
Landscape	Long-edge feed		Short-edge feed	

Deposit header-down or right

Deposit header-down / right (not Paper Logic)				
Orientation	**Feed edge**	**Punch example**	**Feed edge**	**Punch example**
Portrait	Long-edge feed		Short-edge feed	
Landscape	Long-edge feed		Short-edge feed	

Punch the output

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', touch the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Punching'.
5. Select the desired number of holes punched
6. If required, define the other settings for the output.
7. Enter the generic parameters in the 'Job' section.
8. Press 'OK'.

Fold the output

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', touch the job you want to edit.
3. Press 'Properties'.

Note:
You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Folding'.
5. Select the desired folding method.
6. If required, define the other settings for the output.
7. Enter the generic parameters in the 'Job' section.
8. Press 'OK'.

Select a different media for a job

Introduction

If you want to print a job on other media than originally defined for that job, you can select a different media via the operator panel. Requirements regarding the new media:

- The media must be available in the 'Media catalog'.
- The media must have the same size as the original media.

Note:
You cannot change this setting for the active print job .

How to select another media for a job

1. Touch 'Jobs' -> 'Queues' -> 'Scheduled jobs' or 'Waiting jobs'.
2. Touch the job you want to change.
3. Touch 'Properties' - or touch the job 2x to open the 'Properties' window.
4. In the preview pane at the right-hand side, touch the media you want to change. When more than 1 media was defined for a job, the preview pane displays a separate button for each media.
5. From the list, select the new media.
6. Press 'OK'.

Enable or disable the use of trailer pages

Introduction

A trailer page contains an overview of the job settings (for example used media and finishing). A trailer page is printed at the end of a job. You can only enable this setting in the Settings Editor. Media for trailer pages are the same as for banner pages. You can specify this media in the media catalogue in the Settings Editor.

Note:
This setting applies to all jobs from the moment it is enabled.

How to enable or disable trailer pages

1. In the Settings Editor, go to the 'Preferences' / 'Print job defaults' section.
2. Change the setting for trailer pages: 'Trailer page enabled'.

The Trays view

Introduction to the 'Trays' view

Introduction

The 'Trays' view has the following functions.

- Display the current content and filling level of the paper trays
- Open the paper trays and assign the required media for the print jobs *'Assign the media to a paper tray'* on page 99
- Change the media that is currently assigned to a paper tray
- Assign media to a paper tray when you already loaded the media and pressed the button for 'Not assigned' on the control panel of the paper module *'The paper modules'* on page 36.

This section describes the items of the 'Trays' view.

Note:
The machine can have 1, 2 or 3 paper modules, possibly combined with a roll feeder. When the machine has more than 1 paper module, the 'Trays' view displays all the available paper modules.

Illustration

[44] Example of a configuration with 1 paper module

The items of the 'Trays' view

Description of the 'Trays' view

Item	Function
Content of the paper trays	Indicate the current content and filling level of the paper trays. The 'Trays' view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts *'The paper tray information'* on page 97.
'Open' button	Open the selected paper tray to load the media *'Load the media'* on page 47.
'Assign' button	Assign media from the media catalog *'Assign the media to a paper tray'* on page 99.

The paper tray information

The 'Trays' view displays the following textual information for each paper tray.

- The media name, for example 'Normal paper'
- The media size, for example A3 or A4
- The media weight, for example 80 g
- The media color
- The special characteristics of the media, for example 'cyclic' or 'punched'. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

The 'Trays' view displays the following icons for each paper tray.

The meaning of the icons

Icon	Description
	The paper tray is empty
	The paper tray is full *Note:* Each line indicates the presence of about 100 sheets
	The paper tray is too full. Please remove sheets from the stack
	The plate inside the paper tray is down
	The paper tray is open
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media
or	The paper tray contains media that are fed over the long edge (LEF) or short edge (SEF) . The small icons indicate A4 or A4-like media. The large icons indicate A3 or A3-like media. When you defined a color for a media, the icon can have that color
	The paper tray is in use for one or more scheduled jobs
	The paper tray contains tab sheets
	The paper tray contains tab sheets that must be processed as inserts
	The paper tray contains inserts
	The paper tray contains media that are fed over the long edge (LEF)
	The paper tray contains media that are fed over the short edge (SEF)

Assign the media to a paper tray

Introduction

The 'Trays' view has several functions (see *'Introduction to the 'Trays' view'* on page 96). This section describes how to open the paper trays and assign the media in the 'Trays' view.

Note:
The preferred way to load the required media is via the 'Schedule'. There you can select a media and use the 'Load' button, or press the required media button 2 times.

Load and assign the media to a paper tray

1. On the operator panel, select the 'Trays' view.
2. Touch the paper tray where you want to put the media, for example tray 2.
3. Press 'Open'.
4. Load the media (see *'Load the media'* on page 47).
5. Close the paper tray.

Note:
There is a risk that a job is printed on a wrong media.

6. Press 'Assign'.
   A window with media names appears. The previous media in the selected paper tray is highlighted.

Note:
The list displays all the media in the media catalog that match the position of the paper guides inside the closed paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.

7. Touch the name of the loaded media, for example Premium Label.
8. Press 'OK'.

Change the currently assigned media type

1. On the operator panel, select the 'Trays' view.
2. Select the paper tray for which you want to change the assigned media type.
3. Press 'Assign'.
   A window with media names appears.

Note:
The list displays all the media in the media catalog that match the current position of the paper guides inside the paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.

Note:
There is a risk that a job is printed on a wrong media.

4. Touch the name of the new media type.
5. Press 'OK'.

Use hotfolders

Introduction to hotfolders

Introduction

Technically, a hotfolder is a mapped network drive on a workstation that is linked to a shared folder on the PRISMAsync controller.
For an operator, a hotfolder is a folder on a workstation where printable files can be dropped for printing.

Hotfolders are primarily aimed at recurring PDF workflows. In these workflows identical PDFs, or other printable files, with identical settings are printed on a regular basis. Hotfolders should not be used in combination with print job tickets.

The job settings for hotfolders

The settings of a hotfolder can be defined by:

- a hotfolder default ticket in the hotfolder itself, or
- the automated workflow to which the hotfolder is linked.

It is advisable to use the hotfolder functionality in combination with the hotfolder default ticket.
However, if you want to use the settings of the automated workflow where the hotfolder is linked to, it is advised not to place a hotfolder default ticket in the hotfolder, to prevent mixing up settings. Furthermore, you must make sure that the 'Overrule the job ticket' setting in that automated workflow is enabled (tick the checkbox).

Before you can use a hotfolder

To be able to use the hotfolder function, the following steps must be carried out first:

- In the Settings Editor, the system administrator must activate the hotfolder function.
- In the Settings Editor, the system administrator must create a hotfolder and link the hotfolder to an automated workflow.
- On a workstation, the key operator must create a shared network drive that is linked to the hotfolder.
- On the desktop of that workstation, the key operator can create a shortcut to the hotfolder, if desired.

Activate the hotfolder function

Introduction

The information in this section is intended for system administrators.

Note:
By factory default, the hotfolder function is disabled. To use the hotfolder function, the system administrator must activate this function once. After the system administrator activated the hotfolder function, up to 10 hotfolders can be defined.

Note:
For this procedure, the System administrator password is required.

How to activate the hotfolder function

1. Open the web browser and enter the host name or IP address of your PRISMAsync controller.
2. Go to the 'Workflow' -> 'Hotfolders' section.
3. Click 'Configure'.
4. At 'Enabled', select 'Yes' to activate the hotfolder function.
5. Enter a unique 'User name' and 'Password'.
   Make sure that you filled in the user name and password before you continue with the next step.
6. Click 'OK' to confirm the activation of the hotfolder function.
   A confirmation window opens.
7. Click 'OK' to restart the controller now.

- Introduction to hotfolders, on page 101
- Create a hotfolder, on page 103
- Create a shared network folder on a workstation, on page 104

Create a hotfolder

Introduction

The information in this section is intended for system administrator.

Before you begin

The hotfolder function must be activated. Otherwise, the system administrator must activate the hotfolder function first.

Note:
You can create up to 10 hotfolders.

How to create a hotfolder

Note:
For this procedure, the System administrator password is required.

1. Open your web browser and enter the host name or IP address of your PRISMAsync controller.
2. Go to 'Workflow' -> 'Hotfolders'.
3. Click 'Add'.
4. Give the hotfolder a logical name.
   A logical name helps you to recognize the type of jobs you want to process using this hotfolder.
5. Select the automated workflow to which you want to link the hotfolder.
6. Click 'OK'.

- Introduction to hotfolders, on page 101
- Activate the hotfolder function, on page 102
- Create a shared network folder on a workstation, on page 104

Create a shared network folder on a workstation

Introduction

The information in this section is intended for key operators.

Before creating a shared network folder on a workstation, the following actions must be carried out first:

- Enable the hotfolder function.
- Create an automated workflow (optional).
- Create a hotfolder.

Note:
This procedure describes the creation of a shared network folder on a workstation with a Microsoft® Windows® XP operating system. Depending on the operating system of your workstation, the procedure can be different.

Illustration

Map Network Drive
Windows can help you connect to a shared network folder and assign a drive letter to the connection so that you can access the folder using My Computer.
Specify the drive letter for the connection and the folder that you want to connect to:
Drive:
Folder:
\\12.34.56.78\Booklet
Browse...
Example: \\server\share
Reconnect at logon
Connect using a different user name.
Sign up for online storage or connect to a network server.
< Back
Finish
Cancel

[51] Create a shared network drive

How to create a shared network folder on a workstation

1. Open Microsoft® Explorer.
2. Click Tools -> Map Network Drive...
3. Select a drive letter for the shared network folder.
4. Enter the name of the shared network folder, for example \\12.34.56.78\Booklet, or click the 'Browse' button to navigate to the required location.

Note:
Instead of 12.34.56.78 you must enter the host name or IP address of the PRISMAsync controller. Booklet is the name you gave to the hotfolder when you created the automated workflow.

5. Click 'Finish'.
   A log in screen will appear.
6. Enter the user name and the password that were defined when the hotfolder function was enabled in the Settings Editor.
7. Click 'OK.'
   The hotfolder is now ready for use.
8. If desired, you can create a shortcut to the shared network folder on the desktop of the workstation.

- Introduction to hotfolders, on page 101
- Activate the hotfolder function, on page 102
- Create a hotfolder, on page 103
- Create a hotfolder default ticket ('default_ticket.jdf'), on page 106

Create a hotfolder default ticket ('default_ticket.jdf')

Introduction

Hotfolders are primarily aimed at recurring PDF workflows. In these workflows identical PDFs, or other printable files, with identical settings are printed on a regular basis. A hotfolder default ticket ('default_ticket.jdf') in the hotfolder determines the settings for the print jobs. The name of the hotfolder default ticket must not be changed, otherwise it will not be used in the hotfolder.

Note:
If you want to use the hotfolder default ticket, make sure that the 'Overrule the job ticket' setting of the automated workflow in which the hotfolder was created, is disabled (no tick in the checkbox). Otherwise, the settings of the automated workflow overrule the settings of the hotfolder default ticket.

How to create a hotfolder default ticket ('default_ticket.jdf')

Note:
This procedure is an example of the procedure on a Microsoft® Windows® XP operating system. For other operating systems, the procedure can vary.

1. Click 'Start' - 'Settings' - 'Printers and Faxes'.
2. Right-click the printer driver of your Océ VarioPrint® 6000 Ultra Line and select 'Printing preferences...'.
3. Define the required settings.
4. Click the 'Save' icon in the Templates bar.
5. Enter a name for the template.
6. Click 'OK'.
7. Right-click the template you just created and select 'Save as ticket'.
8. Browse to the shared network folder and click 'Save'.
   The template is saved as a hotfolder default ticket.
   Do not change the name of the hotfolder default ticket ('default_ticket.jdf').

- Introduction to hotfolders, on page 101
- Activate the hotfolder function, on page 102
- Create a hotfolder, on page 103
- Create a shared network folder on a workstation, on page 104

The System view

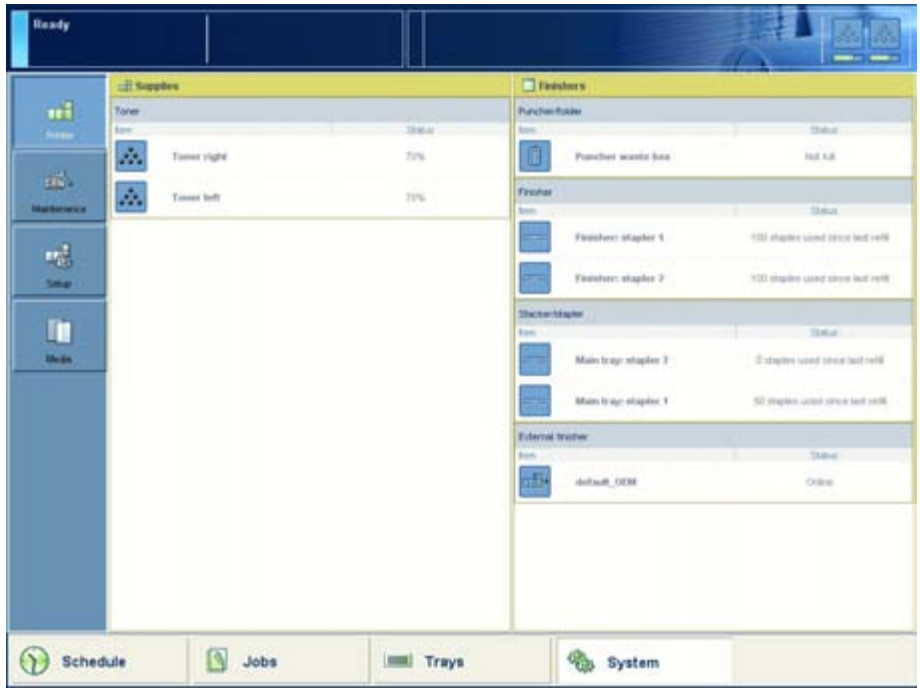
The Printer section

Introduction to the 'Printer' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.
This section gives an overview of the 'Printer' section in the 'System' view.

Overview of the 'Printer' section



[52] Overview of the 'Printer' section

The items of the 'Printer' section

Description of the 'Printer' section

Item	Function	More information
'Toner'	Indicate the filling level of the left-hand and right-hand toner unit.	*'Check the status of the toner reservoirs'* on page 109
'Puncher'	Indicate the status of the waste box of the puncher.	*'Check the status of the puncher waste box'* on page 113
'Puncher/folder'	Indicate the status of the waste box of the puncher/folder.	*'Check the status of the puncher waste box'* on page 113
'Finisher'	Indicate the number of staples that the stapler of the finisher has used since the last refill.	*'Check the status of the staple cartridges'* on page 111
'Stacker/stapler'	Indicates the number of staples that the stapler of the stacker/stapler has used since the last replacement.	*'Check the status of the staple cartridges'* on page 111
'External finisher'	Indicate whether the optional external finisher is on-line or off-line.	

Check the status of the toner reservoirs

Introduction

The machine has 2 toner reservoirs. The toner reservoirs are located at the left-hand side and the right-hand side of the engine module *'Introduction to the main system components'* on page 26. You can check the status of the toner reservoirs in the dashboard *'The dashboard'* on page 40 and in the 'System' view. The 'System' view also displays the current filling level of each toner reservoir as a percentage. The icons in the following table indicate the status of the toner reservoirs.

This section gives an overview of the possible toner statuses. Furthermore, this section describes how to check the status.

The meaning of the toner icons

The toner icons

Toner icon	Description
	The toner icon is blue. All 3 blocks of the status bar are green. The toner reservoir is filled over 75%. Do not add toner.
	The toner icon is blue. 2 Blocks of the status bar are green. The toner reservoir is filled over 50%. You can add 1 bottle of toner.
	The toner icon is blue. 1 Block of the status bar is green. The toner reservoir is filled over 25%. You can add 2 bottles of toner.
	The toner icon is orange. The status bar contains no more green blocks. The toner reservoir is filled less than 25%. The printer can print another 600 sheets. You must add up to 3 toner bottles as soon as possible.
	The toner icon is red. The status bar has a red frame. The toner reservoir is empty. The printing stops. You must add maximum 3 toner bottles to continue the printing.
	The toner icon is grayed out. The status of the toner reservoir is unknown. This status is only displayed when the system is initializing.
	The toner icon is grayed out and has a blue dotted frame. The status bar is grayed out and has a red dotted frame. The status of the toner reservoir is unknown. This status is only displayed when the toner access cover is open.

Check the status of the toner reservoirs

1. Check the toner icons in the dashboard.

Note:
Follow the steps 2 and 3 to view the status of the toner reservoirs as a percentage.

2. Touch the 'System' button.
3. Press 'Printer'.
   The 'System' view displays the current filling level of the toner reservoirs as a percentage. The percentage matches the blocks that are indicated in the dashboard.

Check the status of the staple cartridges

Introduction

The optional finishers *'The output locations'* on page 33 can contain staple cartridges to staple your jobs. You can check the status of the staple cartridges in the dashboard *'The dashboard'* on page 40 and in the 'System' view. The 'System' view also displays the number of staples that have been used since the last refill. The icons in the following table indicate the status of the staple cartridges.

Note:
The numbers 1 and 2 below the stapler icons indicate which of the staple cartridges of the finisher is empty. When your configuration also contains the stacker/stapler or when your configuration only contains the stacker/stapler, the numbers are not visible in the dashboard.

Note:
Only when the staple level is low or when one of the staple cartridges is empty, the status is visible in the dashboard.

The meaning of the stapler icons

The stapler icons

Stapler icon	Description
	The stapler icon is blue. The staple cartridges are filled.
	The stapler icon is orange. The staple level in one of the staple cartridges is low *'Finisher: Add staples'* on page 240.
	The stapler icon is red. One of the staple cartridges is empty. The printer stops.

Check the status of the staple cartridges

1. Check the stapler icon in the dashboard.

Note:
Follow the steps 2 and 3 to view the number of staples that have been used since the last refill.

2. Touch the 'System' button.

3. Press 'Printer'.
   The 'System' view displays the status of the staple cartridges. The 'System' view also displays the number of staples that have been used since the last refill.

Check the status of the puncher waste box

Introduction

The optional puncher and puncher/folder (see *'Introduction'* on page 180) contain a puncher waste box. The puncher waste box contains the paper chips that result from the punching process. You can check the status of the puncher waste box in the dashboard (see *'The dashboard'* on page 40) and in the 'System' view. The icons in the following table indicate the status of the puncher waste box.

Note:
Only when the waste box is full, the status is visible in the dashboard.

The meaning of the waste box icons

The waste box icons

Waste box icon	Description
	The waste box icon is blue. The waste box inside the icon is grayed out. The waste box status is: 'Absent'.
	The waste box icon is blue. The waste box is not full. The waste box status is: 'OK'.
	The waste box icon is red. The waste box status is: 'Full'. The printer stops. To continue printing, empty the waste box (see *'Empty the chip tray'* on page 187 for the puncher and *'Empty the waste box'* on page 205 for the puncher/folder).

Check the status of the puncher waste box

1. Check the waste box icon in the dashboard.

Note:
Only when the waste box is full, the status is visible in the dashboard.

2. Touch the 'System' button.
3. Press 'Printer'.
   The 'System' view displays the status of the puncher waste box.

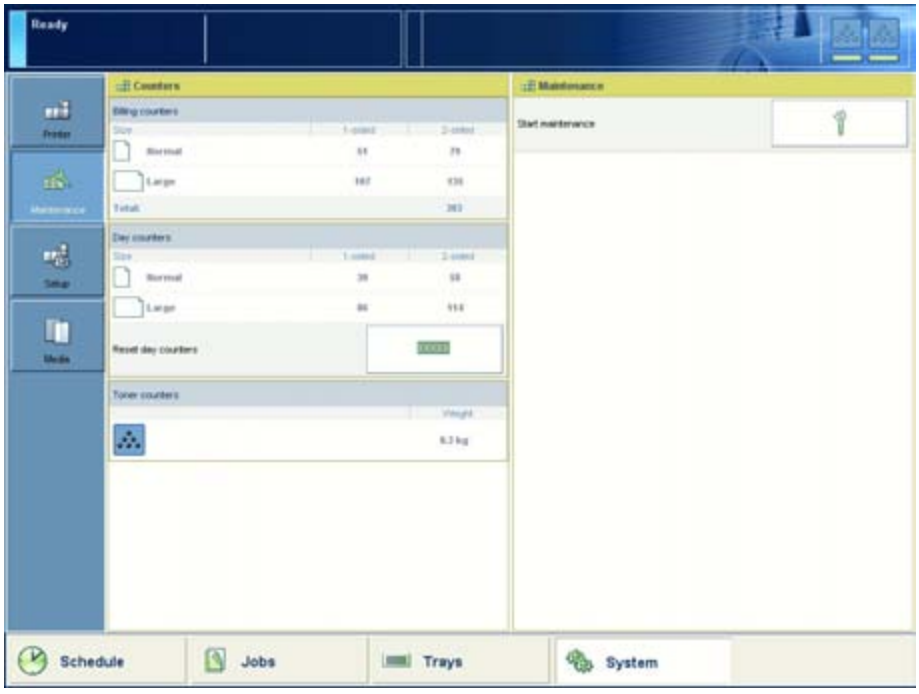
The Maintenance section

Introduction to the 'Maintenance' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.
This section gives an overview of the 'Maintenance' section in the 'System' view.

Overview of the 'Maintenance' section



[66] Overview of the 'Maintenance' section

The items of the 'Maintenance' section

Description of the 'Maintenance' section

Item	Function	More information
'Billing counters'	Indicate the total number of prints that have been made since the printer was installed . You cannot reset the billing counters.	*'Reset the day counters'* on page 116

Item	Function	More information
'Day counters'	Indicates the number of prints that have been made since the latest reset. You can always reset the day counters.	*'Reset the day counters'* on page 116
'Toner counters'	Indicates the amount of toner that has been used since the printer was installed. You cannot reset the toner counter.	
'Start maintenance'	Open the list of the suggested or required maintenance tasks. *Note:* Only a trained and certified operator is allowed to perform the maintenance tasks.	

Reset the day counters

Introduction

The 'Maintenance' section of the 'System' view displays 3 types of counters. 2 of these counters provide information about the number of sheets that have been printed. The other counter provides information about the amount of toner that has been used.
This section first describes the 3 counters in the 'Maintenance' section. Then it is described how to reset the day counters.

General counter information

The following table describes the counters in the 'Maintenance' section of the 'System' view.

Type of counter	Description
'Billing counters'	The 'Billing counters' section displays the total number of prints that have been made since the machine was installed. You cannot reset the billing counters.
'Day counters'	The 'Day counters' section displays the number of prints that have been made since the counter was last reset to 0. You can, for example, reset the day counters at the beginning of a working day or before you start a new job for a particular customer.
'Toner counters'	The 'Toner counters' section displays the amount of toner that has been used since the machine was installed. You cannot reset the toner counter.

The 'Billing counters' and the 'Day counters' provide information about the number of 1-sided and 2-sided prints that have been made on standard-size and large media. The length of the media determines whether a media is standard size or large. Media with a length of less than 390 mm (15.35") are referred to and counted as standard-size media. Media with a length of 390 mm (15.35") or more are referred to and counted as large media.
The operator panel displays the media icon (or) as a small icon for standard-size media. For large media, the media icon is big. The media icon is used in various places on the operator panel, for example in the 'Counters' section, in the 'Trays' view and in the job information.

Reset the day counters

1. On the operator panel, press the 'System' button.

2. Press 'Maintenance'.
3. Touch the 'Reset day counters' button in the 'Day counters' section.
   A dialog box will ask you to confirm that you really want to reset the day counters.
4. Touch 'Yes' to reset the day counters to 0.

Find the meter readings

Introduction

The 'Maintenance' section of the 'System' view displays 3 types of counters.

- The billing counters provide information about the number of sheets that have been printed since the printer was installed. You cannot reset the billing counters.
- The day counters provide information about the number of prints since the last reset. You do not need the day counters for the meter reading. The day counters are only intended for your own convenience.
- The toner counter provides information about the amount of toner that has been used since the machine was installed. You cannot reset the toner counter.

This section describes how to find the billing counters and the toner counter.

Find the meter readings

1. On the operator panel, press the 'System' button.
2. Press 'Maintenance'.
   You can find the required meter readings at the left-hand side of the screen.

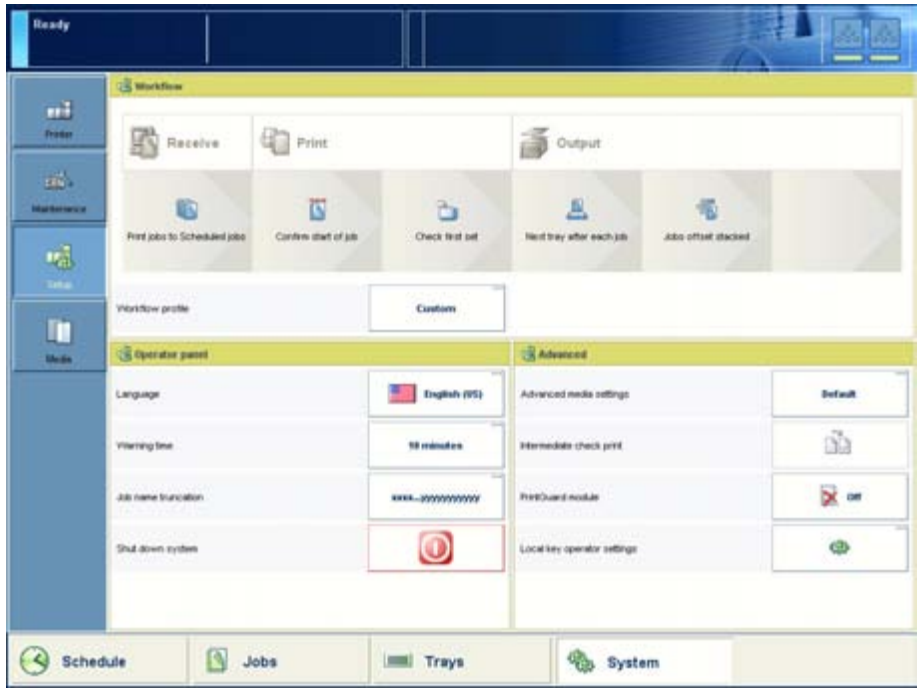
The Setup section

Introduction to the 'Setup' section

Introduction

The 'System' view provides access to system settings, system information, media information and maintenance tasks.
This section provides an overview of the 'Setup' section in the 'System' view.

Overview of the 'Setup' section



[67] Overview of the 'Setup' section

The items of the 'Setup' section

Description of the 'Setup' section

Item	Function	More information
'Workflow'	Display the main settings of the current workflow profile. These settings are read-only.	

Item	Function	More information
'Workflow profile' button	Define a workflow profile that matches your needs.	*'Work with the workflow profiles'* on page 121
'Language' button	Change the language of the operator panel.	*'Change the language'* on page 126
'Warning time' button	Define the moment when the system warns you about an action that is required soon, for example 10 minutes in advance.	*'Change the warning time'* on page 128
'Job name truncation' button	Define how the system truncates a job name.	*'Truncate the job name'* on page 129
'Shut down system' button	Shut down the system in a controlled way.	*'Introduction to the 'Setup' section'* on page 119
'Advanced media settings' button	Define a number of special media-related settings.	*'Change the advanced media settings'* on page 130
'Intermediate check print' button	Print a test sheet of a running job to check the quality.	*'Make an intermediate check print'* on page 134
'PrintGuard module' button	Enable or disable the use of the PrintGuard (optional).	
'Local key operator settings' button	Get direct access to a number of important key operator settings in the Settings Editor on the PRISMAsync controller.	*'Change a number of settings in the Settings Editor via the operator panel'* on page 136

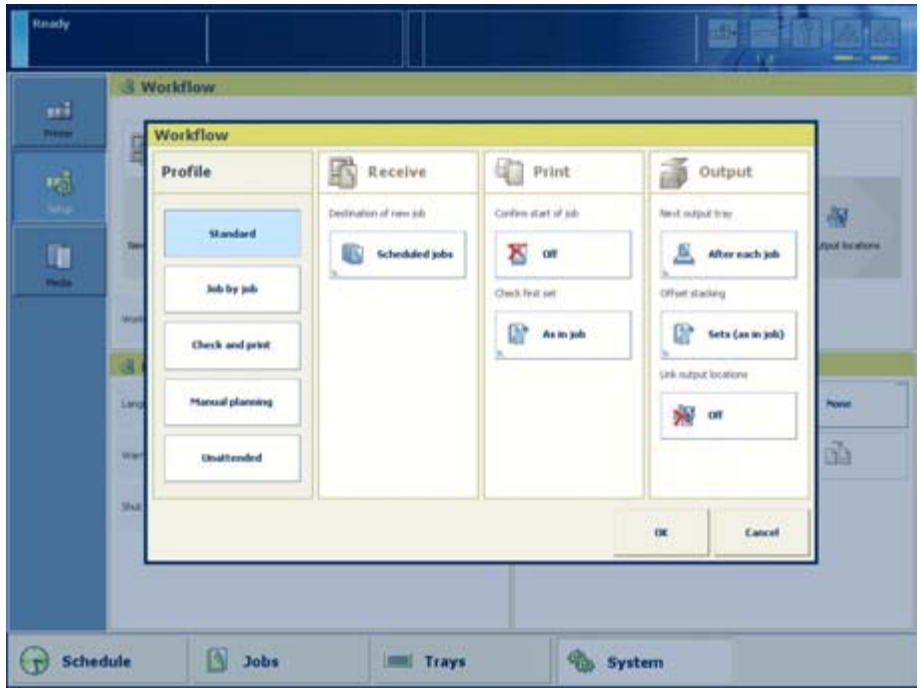
Work with the workflow profiles

Introduction

The machine is used in different printing environments. Each environment requires other settings to optimize the workflow or to meet your personal workflow preferences. The machine contains a number of default workflow profiles to help you optimize your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ('Receive', 'Print' and 'Output'). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow).
This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.

Note:
The 'Workflow profile' button in the 'Setup' section of the 'System' view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text 'Custom'.

The workflow profiles



[68] The workflow profiles screen

The use of the default workflow profiles

The following table makes recommendations about when to use which default workflow profile.

When to use which workflow

Profile	When to use
'Standard'	You need a productive workflow but you still want to have sufficient control over the jobs.
'Job by job'	You want to start the jobs one by one. Each time a job has been printed, the machine goes on hold. Always touch 'Resume' in the dashboard to start the next job.
'Check and print'	You want to check the quality and layout of each first set of a job before the remaining sets will be printed.
'Manual planning'	The jobs are sent to the machine in a random order. You can manually define the most productive order in which the machine will print the jobs.
'Unattended'	You want to continue printing while you are absent, for example after working hours. Then the machine will print the scheduled jobs, provided that all the required media, supplies and output locations are available.

The default settings of each workflow profile

The following table gives an overview of the default 'Receive' and 'Print' settings of each workflow profile.

The 'Receive' and 'Print' settings

Workflow profile	'Receive' settings	'Print' settings	
	'Destination of print job'	'Confirm start of job'	'Check first set'
'Standard'	'Scheduled jobs'	'Off'	'As in job'
'Job by job'	'As in job'	'On'	'As in job'
'Check and print'	'Scheduled jobs'	'Off'	'On'
'Manual planning'	'Waiting jobs'	'Off'	'As in job'
'Unattended'	'As in job'	'Off'	'Off'

The following table gives an overview of the default 'Output' settings of each workflow profile.

The 'Output' settings

Workflow profile	'Output' settings		
	'Next output tray'	'Offset stacking'	'Link output locations'
'Standard'	'After each job'	'Sets (as in job)'	'On'
'Job by job'	'After each job'	'Sets (as in job)'	'On'
'Check and print'	'After each job'	'Sets (as in job)'	'On'
'Manual planning'	'After each job'	'Sets (as in job)'	'On'
'Unattended'	'When tray is full'	'Banners'	'Off'

Note:
The setting 'Link output locations' is only visible when 2 or more equally configured stackers are available. For example, you cannot link the stackers when 1 stacker is configured for face-up media, while the other is configured for face-down media. Furthermore, it is not possible to link a stacker to a finisher.

Values and effects of the settings

The following table describes the effects of the various values of the settings.

Values and effects of the settings

Setting	Values	Effect
'Destination of print job'	'Scheduled jobs'	The jobs are immediately sent to the list of 'Scheduled jobs'. The machine will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed. ■ Move jobs to the list of 'Waiting jobs' or ■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs' (*'Give priority to a print job'* on page 65).
	'Waiting jobs'	You can manually define the order in which the jobs will be printed.
	'As in job'	The submitted jobs go to the destination that is indicated in the job ticket.

Setting	Values	Effect
'Check first set'	'On'	The machine goes on hold after the first set of a job is printed. You can check the quality and lay-out of the first set before the machine prints the remaining sets.
	'Off'	The machine will print the whole job without stopping after the first set.
	'As in job'	The machine will print the jobs as indicated in the job ticket.
'Confirm start of job'	'On'	The machine always stops before the next scheduled job. You must press the Release key ▷ to start each job.
	'Off'	The machine prints the scheduled jobs one after the other. The machine does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.
	'On conflict'	The machine stops before a job when one or more settings are overruled by the controller.
'Next output tray'	'After each job'	Each job is sent to the next available output tray. In this context, the second stack of the stacker is also defined as an output tray.
	'When tray is full'	All the jobs are stacked until an output tray is full. When an output tray is full, the next jobs are sent to the next output tray.

Setting	Values	Effect
'Offset stacking'	'Jobs'	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	'Sets (always)'	The offset stacking is defined per N sets. By default, this number is 1. If a number is specified, this specified number of printed sets of a job will be delivered to an output location in one straight stack, the next number of printed sets are stacked with an offset. When the number of requested sets in a job is lower than or equal to N, the sets are not stacked with an offset. However, the whole job is stacked with an offset with respect to the previous job.
	'Sets (as in job)'	Each printed set is delivered to the output location as indicated in the job ticket. Therefore, the sets can be stacked in one straight line or with an offset.
	'Banners'	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	'Off'	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

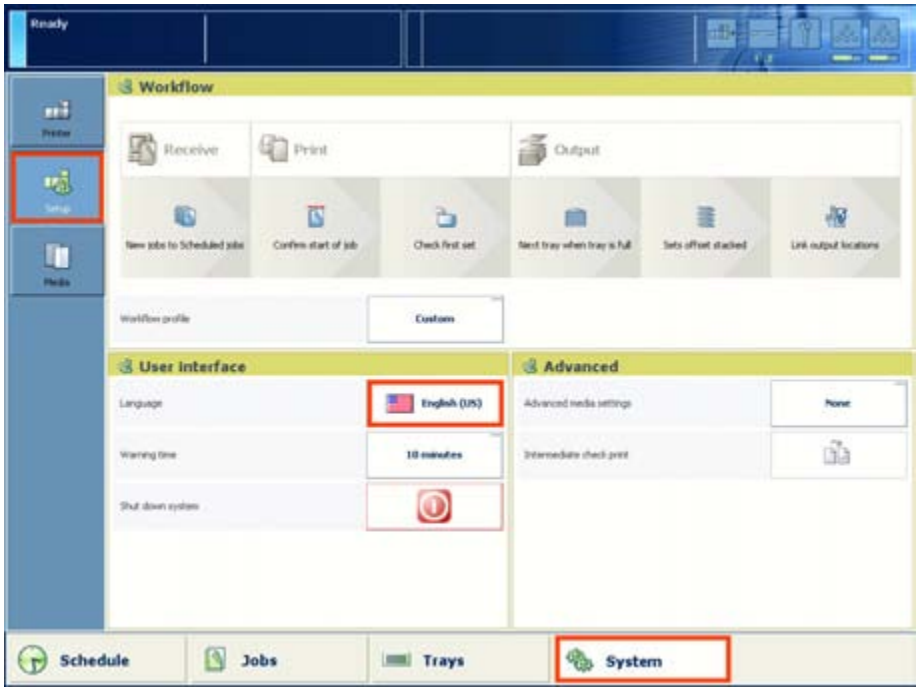
Change the language

Introduction

This section describes how to change the language of the operator panel.

Change the language

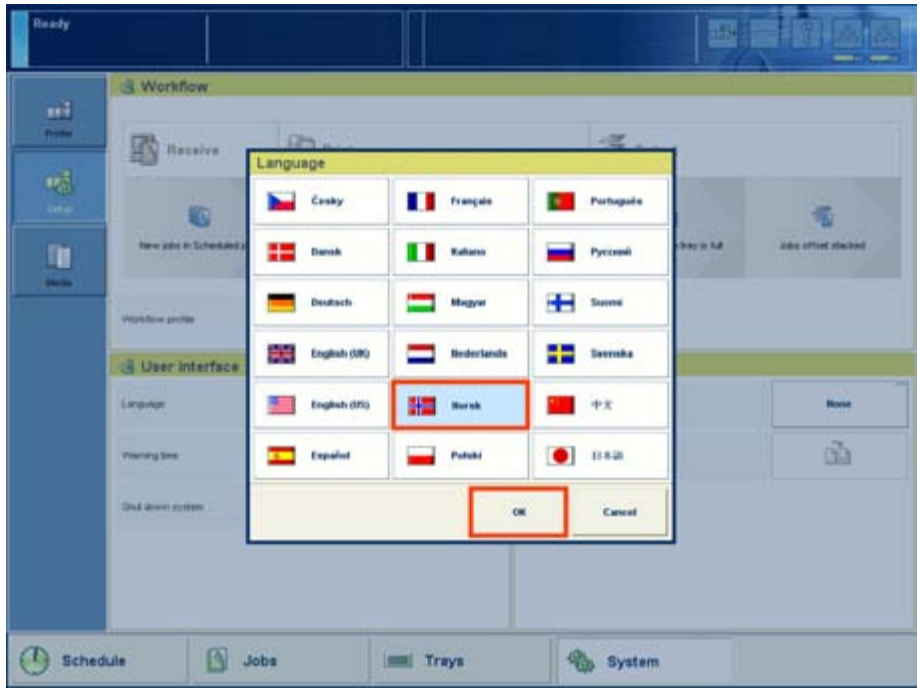
1. On the operator panel, press the 'System' button.
2. Press the 'Setup' button.



[69] Change the language

3. Press the 'Language' button in the 'User interface' section.

An overview of the available languages appears.



[70] Overview of the available languages

4. Select your language, for example 'Norsk'.
5. Press 'OK'.
   The language is changed.

Change the warning time

Introduction

When operator interaction is required now or soon, the dashboard (see *'The dashboard'* on page 40) can display a warning message. The message informs you about a required upcoming action, for example load a required media type or empty an output location.
You can define how long in advance the warning message is displayed. By factory default, the function 'Warning in advance' is enabled and set to 10 minutes. Then the dashboard starts to display the warning 10 minutes before an action becomes inevitable. If you do not respond to the warning message, the printer will stop. Depending on the urgency of the warning message, the vertical bar in the dashboard is orange or red.
This section describes how to change the warning time. This section also describes how to disable the function 'Warning in advance', in case you do not want to use the warning function.

Note:
The operator attention light (see *'The operator attention light'* on page 31) is linked to the status of the machine. For example, when the dashboard displays an orange warning, the orange light of the operator attention light also lights up.

Set the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Touch the 'Warning time' button in the 'User interface' section.
4. Touch the - or + button to decrease or increase the warning time.
   You can set a time from 1 - 60 minutes.
5. Press 'OK'.

Disable the warning time

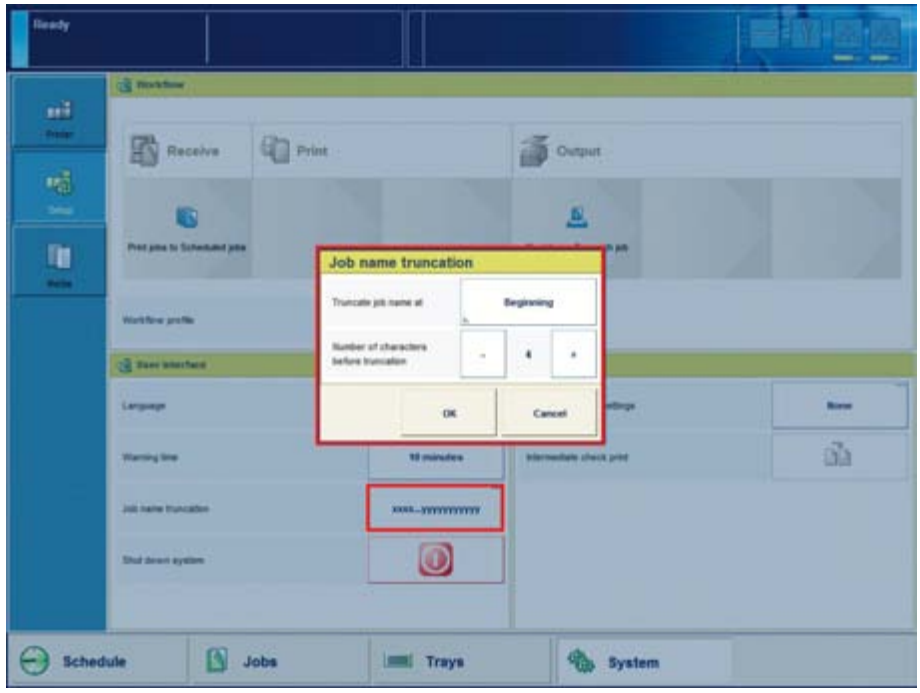
1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Touch the 'Warning time' button in the 'User interface' section.
   A dialog box appears. When the 'Warning in advance' function is enabled, the 'Warning in advance' button displays a check mark and the status 'On'.
4. Touch the 'Warning in advance' button.
   The check mark disappears. The status 'On' changes into 'Off'.
5. Press 'OK'.

Truncate the job name

Introduction

The operator panel displays all print and copy jobs with their job names in the 'Jobs' view. If a job name is too long, the system truncates the job name. To enable you to identify your jobs in the lists more easily, you can define how the system truncates the job names. This allows you to keep the identifying part of the job name. You can choose to truncate the job name at the beginning or at the end of the name.

Illustration



[71]

How to truncate the job name

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. In the 'User interface' section, press the 'Job name truncation' button.
4. Press the 'Job name truncation' button to change the truncation method.
   You can choose to truncate at the 'Beginning' or the 'End' of the job name.
5. Press the - or + button to change the number of characters before truncation.

Change the advanced media settings

Introduction

The advanced media settings can help you solve problems when printing on certain special media.

When all the advanced media settings have their default value, the button for 'Advanced media settings' displays the word 'Default'. After you changed one or more settings, this button displays the word 'Custom'.
This means that the 'Low temperature mode' is 'Off', 'Double-sheet detection' is 'Off', the 'Enhanced media mode' is 'On', 'Paper quality test' is 'On' or the 'Paper quality' is set to 'Low' or 'Lower'.

This section describes when it is recommended to change the advanced media settings. Furthermore, this section describes how to change the settings.

When to do

'Low temperature mode'

- Pre-printed: The system is able to handle pre-printed media without problems if the guidelines regarding pre-printed media and inks are taken into account. Contact your local Océ representative to get a copy of these guidelines. In case media or inks are used that are not listed in the guidelines, the use of pre-printed media can lead to undesired print quality issues. To postpone print quality issues arising, a 'Low temperature mode' is available on the printer. It is advised to enable the 'Low temperature mode' when there are problems with processing pre-printed media. The interval between undesired print quality issues will then be increased significantly (for some temperature sensitive inks, but no guarantee for all inks).
  It is advised to enable the 'Low temperature mode' when you process pre-printed media.
  It takes several minutes until 'Low temperature mode' is reached.
  The 'Low temperature mode' should not be enabled when you use media heavier than 160 g/m². This could lead to print problems.
- A secondary benefit (to pre-printed support) is to save energy. You can set the preheater to a lower temperature.

'Double-sheet detection'
Double-sheet detection warns you if 2 or more sheets have been separated from the media stack in a paper tray at the same time. However, it is not always convenient to have the double-sheet detection enabled, for example when you use transparent media with a cover sheet. Then you can set the 'Double-sheet detection' to 'Off'. By factory default, 'Double-sheet detection' is 'On'.

'Enhanced media mode'
Glossy media can cause a collating or stapling error in the finisher. You can set the 'Enhanced media mode' to 'On' to prevent the error. This will decrease the productivity of the machine. By factory default, the 'Enhanced media mode' is 'Off'. When you set the 'Enhanced media mode' to 'On' and the machine status is 'Printing...', the dashboard displays a message that the enhanced media mode is enabled.
The 'Enhanced media mode' is only available on machines that are equipped with an optional finisher (see *'The output locations'* on page 33).

'Paper quality'
Good media is best run with the highest paper quality setting: 'Normal'.
Lower grade media with respect to paper dust, such as some book papers for example, can leave more paper dust in the machine. This can lead to ghost images on prints directly after the black image cleaning procedure or to ghost images of previous pages on prints. When you use lower grade media, you can improve the print quality, with respect to these undesired ghost images, by changing the value of the 'Paper quality' setting to 'Low' or even 'Lower'. However, this affects the productivity by almost 5 and 10% respectively. Please refer to the Troubleshooting chapter for more information (see *'Troubleshooting'* on page 247).

'Paper quality test'
This test helps you to check if the correct 'Paper quality' setting is set. In the Settings Editor, you can select the media for this test. It is advised to choose the media used for the job. Or, in other cases, choose media which covers the width of the media used as a minimum. When you start the 'Paper quality test', the machine sends 5 empty sheets of the selected media to the system output. This is done after each of the next 5 black image cleaning procedures. Keep in mind that this can last 2500, 1250 and 1000 sheets when the 'Paper quality' setting is set to 'Normal', 'Low' and 'Lower' respectively. Then the test stops and the print job continues without interruption.
Check the last set (fifth) of the empty sheets to see if the 'Paper quality' setting is cleaning the print process properly.

Note:
When the system goes into standby mode before the 'Paper quality test' has finished, the 'Paper quality test' starts again.

Before you begin

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Touch the 'Advanced media settings' button in the 'Advanced' section.
4. Enter the maintenance PIN when you change a setting.

Note:
The operator panel will only ask you to enter the maintenance PIN when a maintenance PIN is defined in the Settings Editor.

Enable the 'Low temperature mode'

1. Touch the 'Low temperature mode' button.
   The text on the button changes from 'Off' to 'On'.

Note:
Each time you touch the button, the setting changes from 'On' to 'Off' and the other way round.

2. Press 'OK'.
   When the 'Low temperature mode' is 'On', this is visible on the dashboard.

Disable the double-sheet detection

1. Touch the 'Double-sheet detection' button.
   The text on the button changes from 'On' to 'Off'.

Note:
Each time you touch the button, the setting changes from 'On' to 'Off' and the other way round.

2. Press 'OK'.

Enable the enhanced media mode

Caution:
This setting is only available on machines that are equipped with an optional finisher.

1. Touch the 'Enhanced media mode' button.
   The text on the button changes from 'Off' to 'On'.

Note:
Each time you touch the button, the setting changes from 'Off' to 'On' and the other way round.

2. Press 'OK'.

Change the 'Paper quality'

1. Touch the 'Paper quality' button.
   A drop-down list appears.
2. Touch the desired value.
3. Press 'OK'.

Start the 'Paper quality test'

1. Touch the 'Paper quality test' button to start the test.

Note:
When the test is started, the progress of the test is displayed on the button and the text on the button changes from 'Start' to 'Stop'.

Note:
When you touch the button again, the test is stopped.
The text on the button changes from 'Stop' to 'Start'.

Note:
The test stops automatically after the fifth set. You do not have to stop the 'Paper quality test' yourself.

Make an intermediate check print

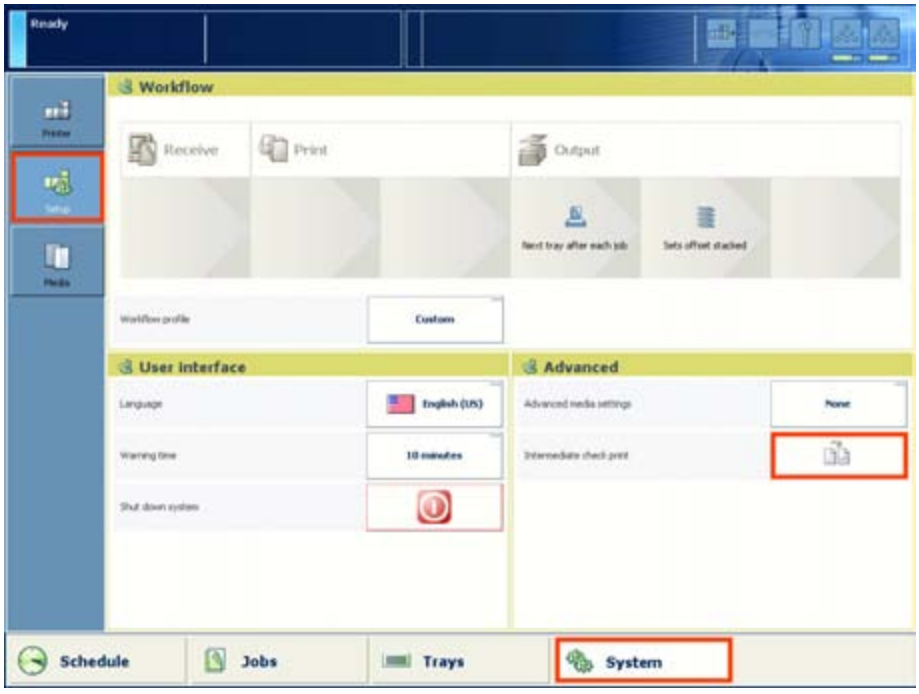
Introduction

The machine has a function that enables you to make a check print while a job is printed. This function is called the intermediate check print. When you use this function, the machine prints a copy of the sheet that is printed at the moment you press the 'Intermediate check print' button. You can use this sheet to check whether the quality and consistency of the prints still meet your requirements.
This section describes how to make an intermediate check print.

Note:
You can also press the 'Intermediate check print' button when a job has not yet started. As soon as you press the Release key ▷, a copy of the first sheet of the job will be printed.

Note:
In the Settings Editor, you can also set the 'Interval of intermediate check print'.

Illustration



[73] Make an intermediate check print

Make an intermediate check print

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Intermediate check print' button in the 'Advanced' section.
   The intermediate check print is sent to the system output (see *'The output locations'* on page 33).

Change a number of settings in the Settings Editor via the operator panel

Introduction

Note:
The information contained in this section is primarily intended for key operators and system administrators.

The Settings Editor application on the PRISMAsync controller is a web based application that allows key operators and system administrators to adapt the system to the situation in an organization and production environment. The Settings Editor allows key operators and system administrators to manage settings with regard to network configuration, system preferences, job preferences and media, for example.
For convenience reasons, a subset of frequently used settings is accessible through the operator panel.

Settings available via the operator panel

Group of settings	Available settings	Short description
'About'	■ 'Serial number' (read-only) ■ 'Version of printer software' (read-only)	The 'About' section allows you to look up the serial number and software version of the printer.
'Software licenses'	■ 'Upload license'	When you have a new license to activate a new feature on the printer, you can upload the license through this section. After uploading the license, the feature becomes active. Follow the instructions on the operator panel when you upload the license.

Group of settings	Available settings	Short description
'Logging'	■ 'Save the datadump file' ■ 'Save the trace file' ■ 'Print the configuration report'	When an error occurs, the help desk of your printer supplier can ask you to create and send a trace file and a datadump file. The datadump file is a .zip file that contains detailed technical information about your system. Furthermore, the system can store trace log files in .zip files. You can save both .zip files to a USB drive. The configuration report contains information about the configuration of your printing system, for example information about the system configuration, controller configuration and network settings. You can print the configuration report for backup purposes, for example. Follow the instructions on the operator panel when you save a file or print a report.
'Connectivity'	■ 'MAC address' (read-only) ■ 'Host name' ■ 'Link speed and connection type' ■ 'DHCP enabled' ■ 'TCP/IP address' ■ 'Subnet mask' ■ 'Default gateway' ■ 'Primary DNS suffix' ■ 'DNS suffix follows domain' ■ 'Test the TCP/IP connection'	The 'Connectivity' section contains the main settings to integrate the printer into a network. After you have adapted the network settings, you can test the connection from here. Follow the instructions on the operator panel when you adapt the network settings.

Group of settings	Available settings	Short description
'System settings'	■ 'Date and time' ■ 'System of measurement' ■ 'Time zone'	The 'System settings' section contains settings to change the date and time of the system, or the system of measurement used. When you change the system of measurement, all corresponding values on the system will be changed. For example, when you change 'Metric' into 'Imperial', all length values will be displayed in inches.

How to change a number of settings in the Settings Editor via the operator panel

Note:
The key operator PIN or the system administrator password is required to make changes in this section.

1. Touch 'System' -> 'Setup' -> 'Local key operator settings' (under 'Advanced').
2. Touch the button of the group that contains the setting you want to change or view.
3. Touch the required setting.
4. Look up the required information or make the required changes.
5. If you make a change, touch 'OK' to confirm.
6. Press 'Close'.

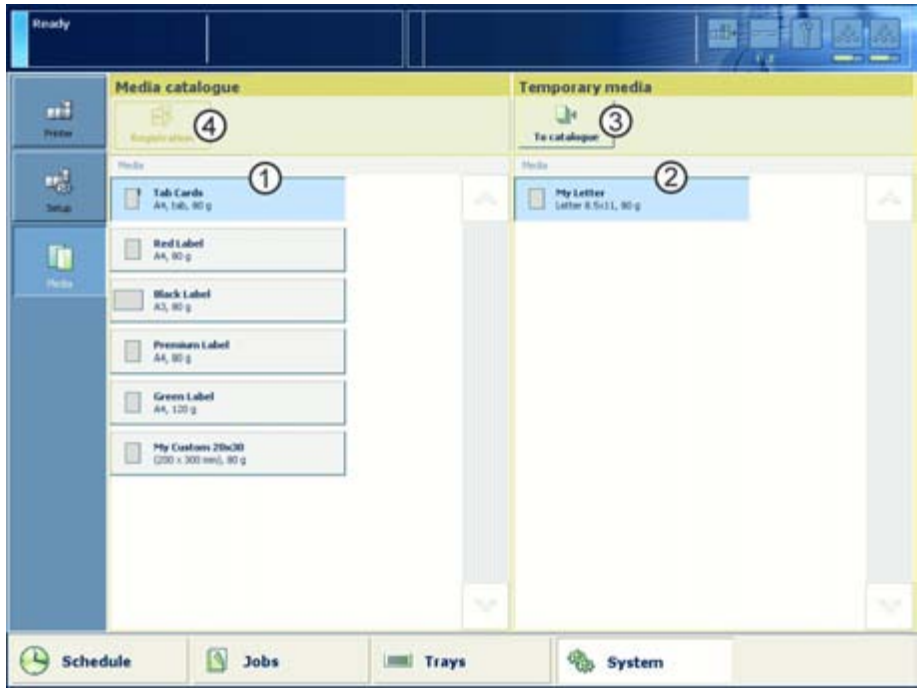
The Media section

Introduction to the 'Media' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.
This section gives an overview of the 'Media' section in the 'System' view.

Overview of the 'Media' section



[74] Overview of the 'Media' section

The items of the 'Media' section

Description of the 'Media' section

Number	Item	Function	More information
1	List of all the media that are available in the 'Media catalog'.	Display the current content of the 'Media catalog'.	

Number	Item	Function	More information
2	List of temporary media	Display the temporary media that are currently available on the system .	*'What are temporary media'* on page 142
3	'To catalog' button	Add temporary media to the media catalogue .	*'Add temporary media to the 'Media catalog' '* on page 143
4	'Registration' button	Print test sheets and perform the registration for individual media. You can do a media registration for standard-size media and large media .	*'Perform a media registration for standard-size media'* on page 145 *'Perform a media registration for large media'* on page 152

Introduction to the media handling

Introduction

The machine supports a wide range of media, including tabs and inserts. The supported media sizes range from 8 x 8 inch (minimum) to 12.5 x 19.2 inch (maximum). The supported media weights range from 33 - 202 lb bond for media that are recommended by the manufacturer, and 40 - 135 lb bond for other media.

This section describes the following:

- Media handling in general
- The 'Media catalog'
- Temporary media.

Note:
You can place all the supported media in any paper tray.

General introduction to the media handling

All the print jobs require media that you can assign to the paper trays via the operator panel. The print jobs can require media that are included in the 'Media catalog'. However, the print jobs can also require media that are not included in the 'Media catalog'. These media become temporary media on the system.

What is the 'Media catalog'

The 'Media catalog' is a list of predefined media and media attributes which you can define in the Settings Editor application on the controller. The use of the 'Media catalog' is only recommended, not compulsory.

When you use the 'Media catalog', the operator panel, the printer drivers and other applications all display the same list of predefined media. The operator panel and the printer driver automatically retrieve and show the latest version of the 'Media catalog'.

Note:
Refer to the Online Help of the Settings Editor for information about the media attributes that you can define. The Online Help also describes how to adapt the 'Media catalog' (add, edit or delete media).

What are temporary media

You can also use many other media that are not included in the 'Media catalog'. These media become temporary media. You can look up the currently used temporary media in the 'Media' section of the 'System' view. Furthermore, you can assign the temporary media to a paper tray.

The temporary media remain available on the system until:

- No more waiting jobs need this media type
- No more scheduled jobs need this media type
- No more printed jobs need this media type
- This media type is no longer available in the paper trays.

When you plan to use these media more often, you can add these temporary media to the 'Media catalog' *'Add temporary media to the 'Media catalog' '* on page 143.

Add temporary media to the 'Media catalog'

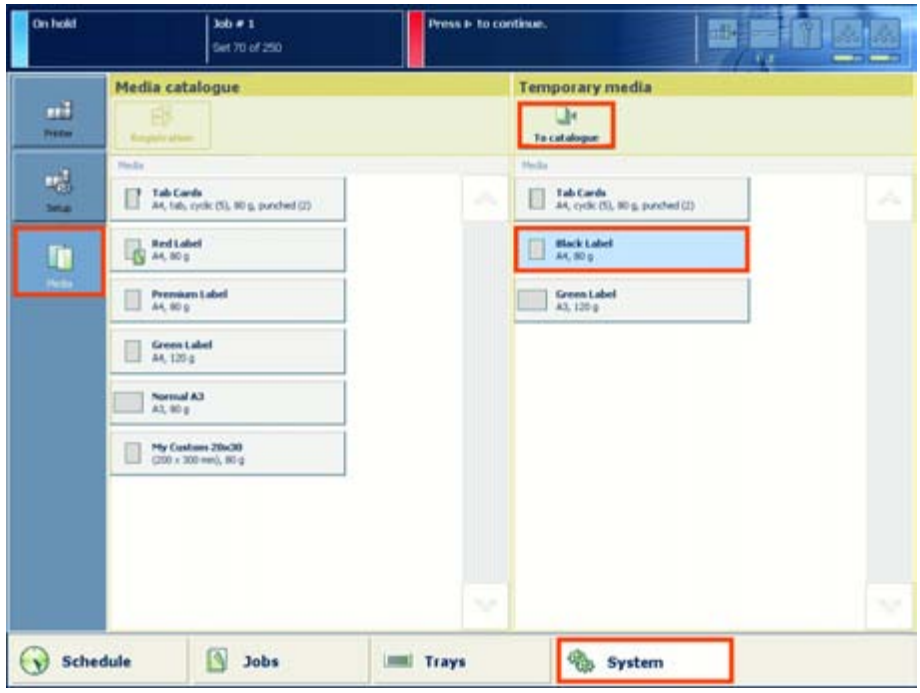
Introduction

When a job is submitted that requires media that are not included in the 'Media catalog', these media become temporary media. The operator panel displays the temporary media in the following places.

- In the list of 'Required media' in the 'Schedule' view, when the job is scheduled for printing.
- In the list of 'Temporary media' in the 'Media' tab of the 'System' view.

When you plan to use a temporary media more often, you can add the media to the 'Media catalog'.
This section describes how to add temporary media to the 'Media catalog'.

Illustration



[75] Temporary media

Add temporary media to the 'Media catalog'

1. On the operator panel, press the 'System' button.

2. Press 'Media'.
   The names of the temporary media are displayed in the 'Temporary media' section.
3. Select the media you want to add to the 'Media catalog'.
4. Press 'To catalog'.
   The media is added to the 'Media catalog'.

Note:
If required, you can edit the attributes of the media in the 'Media catalog' that is part of the Settings Editor.

Perform a media registration for standard-size media

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.
This section describes how to perform a media registration for standard-size media (media with a length of less than 390 mm / 15.35").

Note:
It is recommended to perform the media registration when the list of 'Scheduled jobs' is empty.

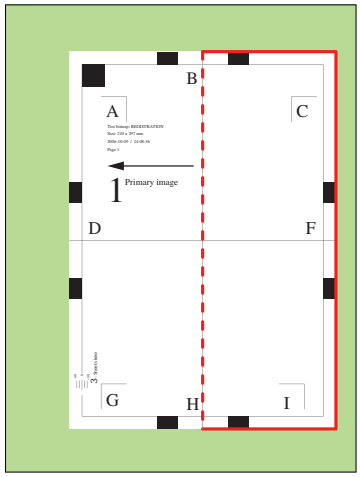
Before you begin

1. On the operator panel, press the 'System' button.
2. Press 'Media'.
3. Select a media from the 'Media catalog' for which you want to perform a media registration.
4. Press 'Registration'.
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.

Note:
The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.

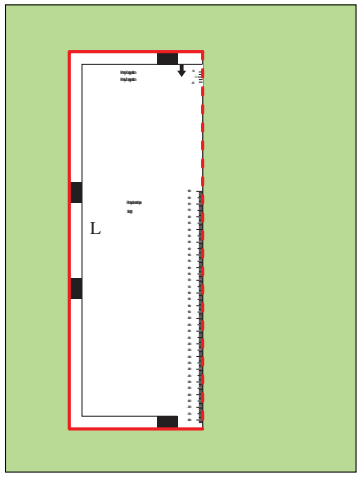
Print the test sheets and create the ruler

1. Read the introduction on the screen. Then press 'Next'.
   The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.



[76] Fold the sheet to create a ruler

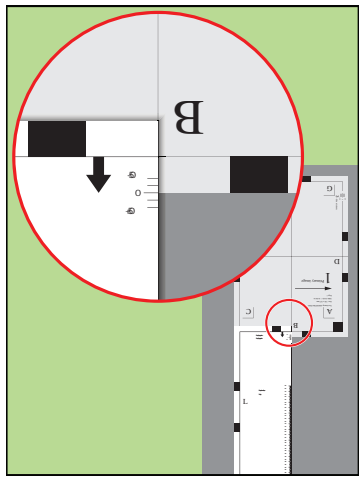
This is your ruler.



[77] The ruler

Adjust the Z-position of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.



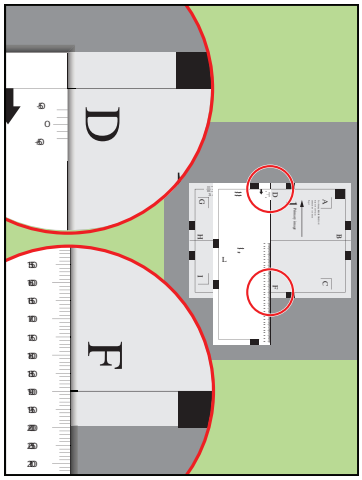
[78] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Adjust the X-length of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.

3. Align the start of the ruler with point 'D' of the test sheet.



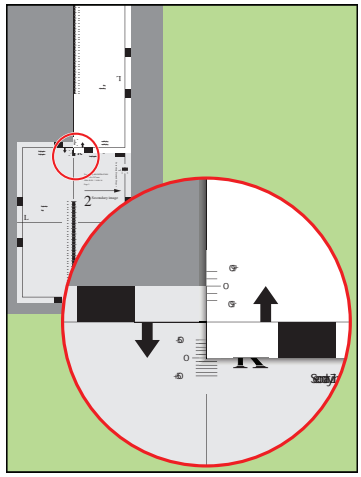
[79] Align the ruler with 'D''

4. Read the value at point 'F'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the Z-position of side 2

1. Take the first test sheet.

2. Align the start of the ruler with point 'K' of the test sheet.



[80] Align the ruler with 'K'

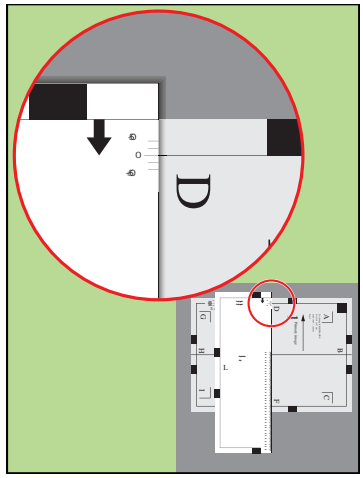
3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Note:
After step 8, the machine prints another 3 test sheets to measure the X-position of side 1 and side 2.

Adjust the X-position of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.

3. Align the start of the ruler with the left edge of the test sheet.

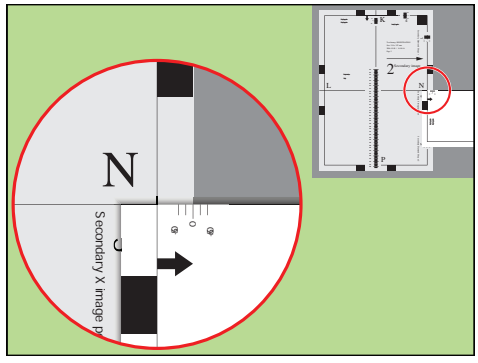


[81] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the X-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'N' of the test sheet.



[82] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.

5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

- Press 'Yes' if you want to print an extra test sheet to verify the result.
  Wait for the sheet and check the result. Another pop-up message appears. Press 'Yes' if the registration is correct. Press 'No' if the registration is not correct. Then the registration procedure will start again.
- Press 'No' if you do not want to print an extra test sheet. The registration procedure will be finished.

Perform a media registration for large media

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.
This section describes how to perform a media registration for large media (media with a length of 390 mm / 15.35" or more).

Note:
It is recommended to perform the media registration when the list of 'Scheduled jobs' is empty.

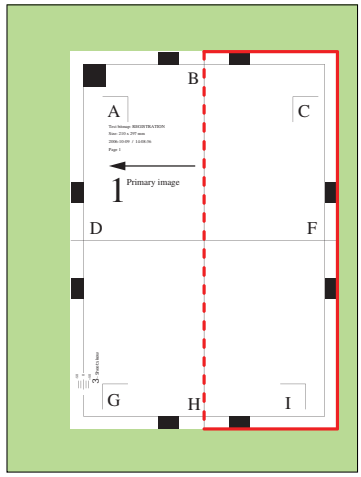
Before you begin

1. On the operator panel, press the 'System' button.
2. Press 'Media'.
3. Select a media from the 'Media catalog' for which you want to perform a media registration.
4. Press 'Registration'.
   When a maintenance PIN is defined in the Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.

Note:
The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.

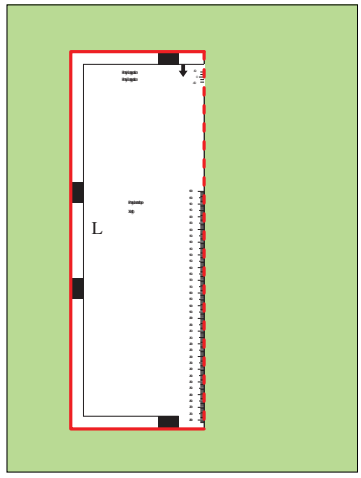
Print the test sheets and create the ruler

1. Read the introduction on the screen. Then press 'Next'.
   The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.



[83] Fold the sheet to create a ruler

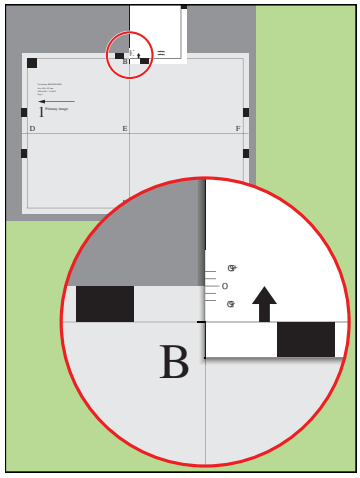
This is your ruler.



[84] The ruler

Adjust the Z-position of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.



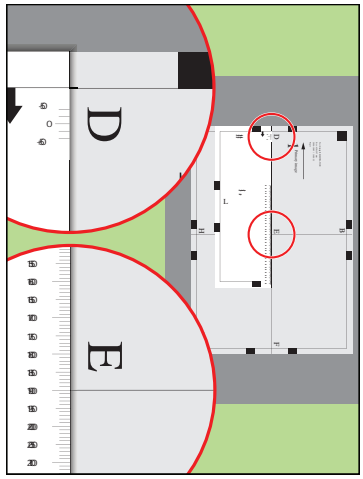
[85] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Adjust the X-length of side 1

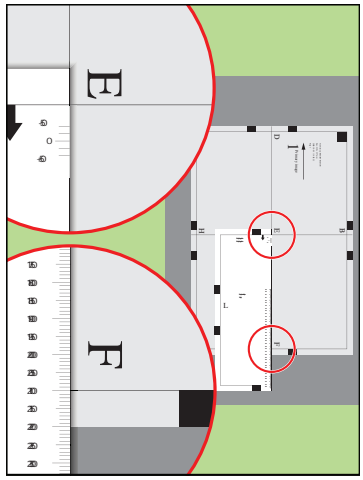
1. Take the first test sheet.

2. Align the start of the ruler with point 'D' and read the value at point 'E'.



[86] Align the ruler with 'D' and read the value at 'E'

3. Open the 'Calculator assistant', enter the 'DE' value and press 'OK'.
4. Align the start of the ruler with point 'E' and read the value at point 'F'.

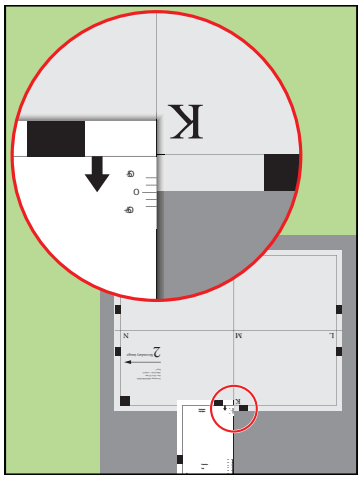


[87] Align the ruler with 'E' and read the value at 'F'

5. Open the 'Calculator assistant', enter the 'EF' value and press 'OK'.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the Z-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'K' of the test sheet.



[88] Align the ruler with 'K'

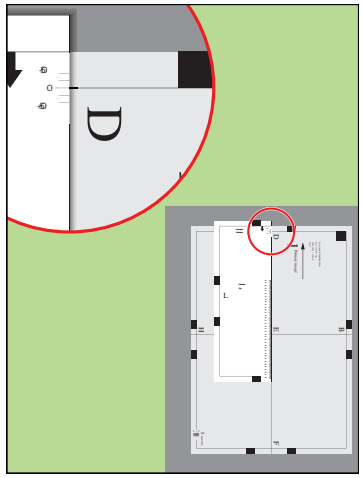
3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Note:
After step 8, the machine prints another 3 test sheets to measure the X-position of side 1 and side 2.

Adjust the X-position of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.

3. Align the start of the ruler with the left edge of the test sheet.



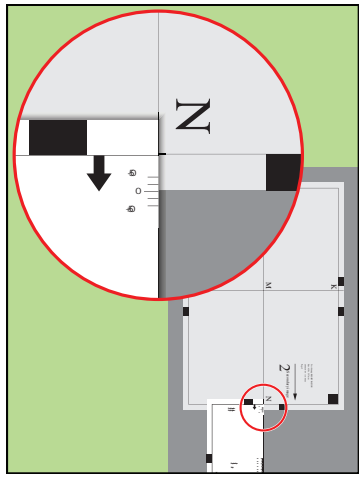
[89] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the X-position of side 2

1. Take the first test sheet.

2. Align the start of the ruler with point 'N' of the test sheet.



[90] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

- Press 'Yes' if you want to print an extra test sheet to verify the result.
  Wait for the sheet and check the result. Another pop-up message appears. Press 'Yes' if the registration is correct. Press 'No' if the registration is not correct. Then the registration procedure will start again.
- Press 'No' if you do not want to print an extra test sheet. The registration procedure will be finished.

The Transaction section (optional)

Introduction to the 'Transaction' section

Introduction

When the printer contains the optional IPDS or PCL license for transaction printing, the printer can be used both for document printing and transaction printing. Then you can print typical transactional documents like invoices, salary slips or other variable data streams. If you want to use the printer for transaction printing, you must first switch the printer from the document printing mode to the transaction printing mode. This is only possible when the list of 'Scheduled jobs' is empty. When the list of 'Scheduled jobs' is empty, you can activate the transaction printing function on the operator panel and send jobs from a server or mainframe. The 'Transaction' section on the operator panel contains the settings that you need to prepare the printer for transaction printing.

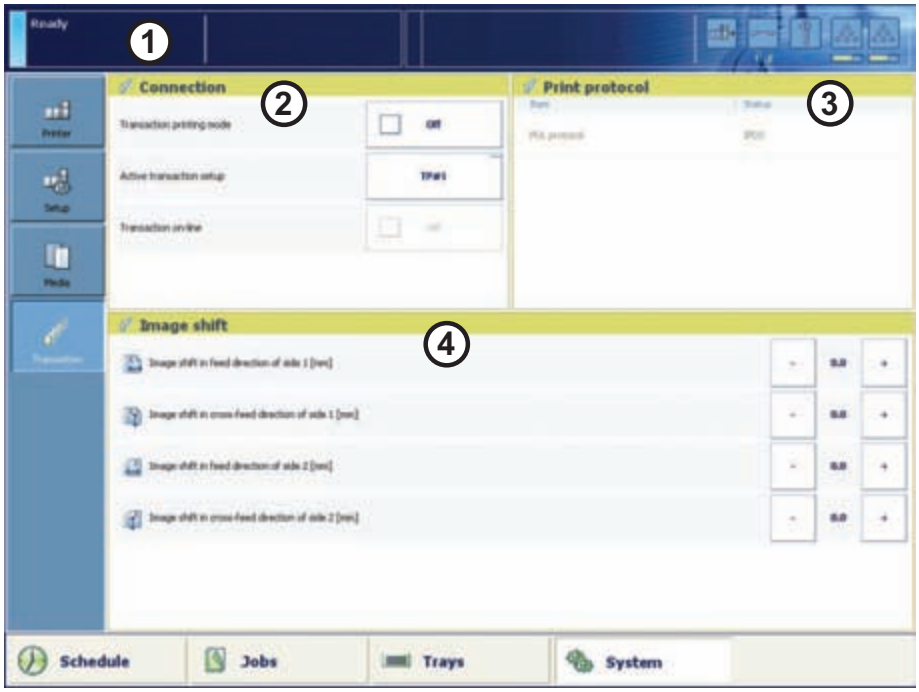
The following information is described below.

- An overview of the items in the 'Transaction' section on the operator panel
- The sequence of steps for transaction printing on this printer.

The activation of the transaction printing function on the printer is described in a separate section (see *'Activate the transaction printing function'* on page 168).

Note:
The operator panel displays the 'Transaction' section only when the printer has a license for transaction printing.

Overview of the 'Transaction' section



[91] Overview of the 'Transaction' section

The items of the 'Transaction' section

Description of the 'Transaction' section

Number	Item	Function
1	Dashboard	The dashboard displays the following information for transaction printing. ■ The connection status ■ The IP address of the server sending the jobs ■ The name of the transaction stream ■ The progress of the transaction stream

Num-ber	Item	Function
2	'Connection'	The 'Connection' section gives access to the following functions. ■ Turn the transaction printing function on or off ■ Put the printer on-line. This is required to connect the printer to the server ■ Select the setup for the transaction stream
3	'Print protocol'	Display the active printer description language (read-only)
4	'Image shift'	Display and change the image shift

Sequence of steps for transaction printing

The following table describes the sequence of steps for transaction printing in general.

Actions at the printer side	Actions on the server side
1. Switch the printer into the transaction printing mode	
2. Select the required job setup via the operator panel. You must define the properties of the job setup in the Settings Editor application on the Controller	
3. Load the required media into the paper trays	
4. Place the printer on-line	
	5. Connect to the printer
	6. Start the transaction stream
7. Print the transaction stream *Note:* You must perform all the regular activities, for example loading the media, emptying the output locations, adding supplies and solving errors	

Actions at the printer side	Actions on the server side
8. Place the printer off-line when the transaction stream is ready	
9. Switch the printer back to document printing mode	

Error handling and output recovery

Introduction

TheOcé VarioPrint® 6000 Ultra Line is equipped with very efficient and reliable error recovery. Some printing environments, however, require that multiple copies be avoided. For example, in transactions involving the printing of valuable documents such as cheques. In such an environment, you can enable the output recovery functionality.

Output recovery means that automatic error recovery is suppressed. Errors are recovered by the server. All pending pages in the printer will be deleted. An error results in a stack eject. This means that it is the responsibility of the operator to restart the job manually on the correct page, in case of an error. By default, output recovery is disabled. In the Settings Editor, you can enable output recovery in the IPDS transaction printing setups. PCL transaction printing does not support output recovery.

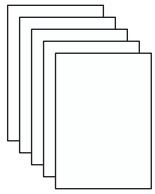
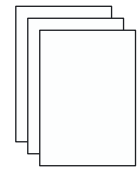
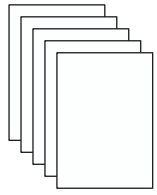
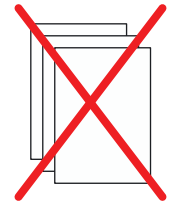
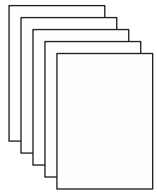
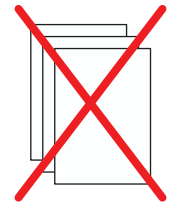
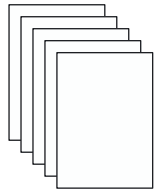
This section describes the difference between the default error handling and the error handling with output recovery enabled.

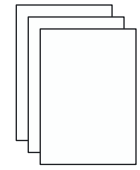
Note:
You can enable output recovery in IPDS transaction printing setups only.

Note:
When you enable output recovery, the intermediate check print and the sample sheet interval are automatically disabled.

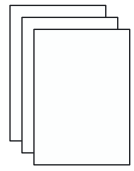
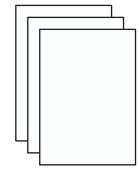
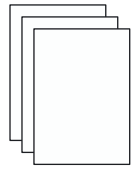
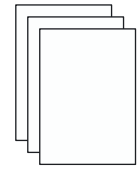
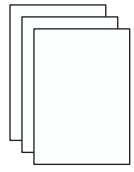
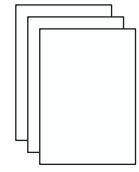
Error handling with output recovery in IPDS

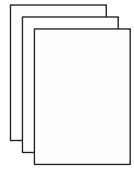
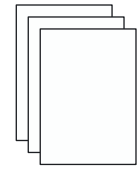
The table shows what happens when an error occurs during a transaction print job with output recovery. Pages that are copied to the memory of the controller are deleted from the system. The operator must send these missing pages to the printer as a (new) print job transaction.

Job	Job progress states	Output recovery with IPDS	End up in the output location after error recovery
	 Sheets printed successfully	Are stacked at one of the output locations.	 Sheets are in output location
	 Sheets copied to controller memory (including error pages).	Are deleted completely.	 These sheets are not delivered to the output location.
	 Sheets jammed in the machine.	The operator panel displays instructions on how to solve the paper jam. The operator has to remove these the jammed sheets manually.	 These sheets are not delivered to the output location.
	 Sheets in host memory.	Remain in host memory.	

Job	Job progress states	Output recovery with IPDS	End up in the output location after error recovery
			 Once the error is resolved, the printer restarts by printing the first page in the host memory.

Error handling with output recovery disabled in IPDS

Job	Job progress states	Output recovery disabled (e.g. PCL and PS)	End up in the output location after error recovery
	 Sheets printed successfully.	Are stacked at one of the output locations.	 Sheets are in output location
	 Sheets copied to controller memory (including error pages).	Remain in controller memory.	 Once the error is resolved, the printer restarts by printing the first page in the controller memory.
	 Sheets jammed in the machine.	The operator panel displays instructions on how to solve the paper jam. The operator has to remove these the jammed sheets manually.	 These sheets stay in the memory of the controller. Once the printer resumes printing, these pages will be printed again.

Job	Job progress states	Output recovery disabled (e.g. PCL and PS)	End up in the output location after error recovery
	 Sheets in host memory.	Remain in host memory.	 These sheets stay in the host memory. When the printer starts printing, these pages will be copied and sent to the controller.

Available counters

The Océ VarioPrint® 6000 Ultra Line supports the standard IPDS counters.

Activate the transaction printing function

Introduction

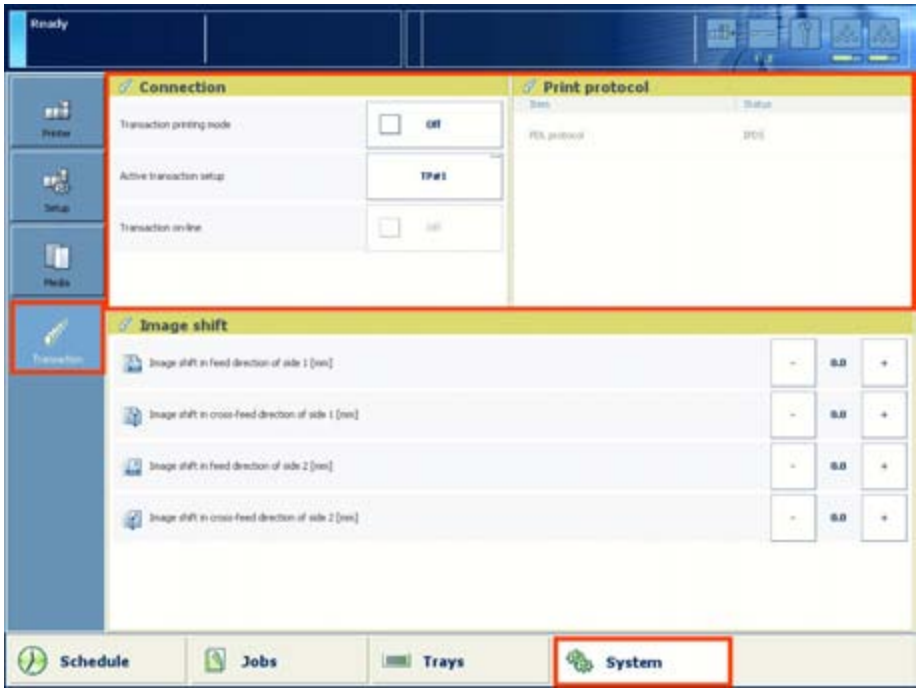
To use the transaction printing function, you must first activate this function (see *'Introduction to the 'Transaction' section '* on page 159). This section describes the following:

- How to activate transaction printing mode
- How to switch back to document printing mode.

Before you begin

Make sure that the list of 'Scheduled jobs' is empty.

Illustration



[110] The transaction printing pane

Switch to transaction printing mode

1. On the operator panel, press the 'System' button.
2. Press the 'Transaction' button.

3. Press the 'Transaction printing mode' button.
   The text on the button changes from 'Off' to 'On'.
4. Press the 'Active transaction setup' button and select the required setup.
   The attributes of the transaction setup are defined in the Settings Editor application on the Controller.
5. Load the required media into the paper trays.
6. Press the 'Transaction on-line' button.
   The text on the button changes from 'Off' to 'On'.
7. On the server, connect to the printer and start the job.

Note:
When a job is ready, you can start another transactional job or switch back to the document printing mode.

Switch to the document printing mode

1. On the operator panel, press the 'System' button.
2. Press the 'Transaction' button.
3. Press the 'Transaction on-line' button.
   The text on the button changes from 'On' to 'Off'.
   Note that you can only switch the 'Transaction on-line' function to off-line when
   - the transaction stream is ready
   - the printer contains no more print data
   - the printer has stopped normally (not due to an error).

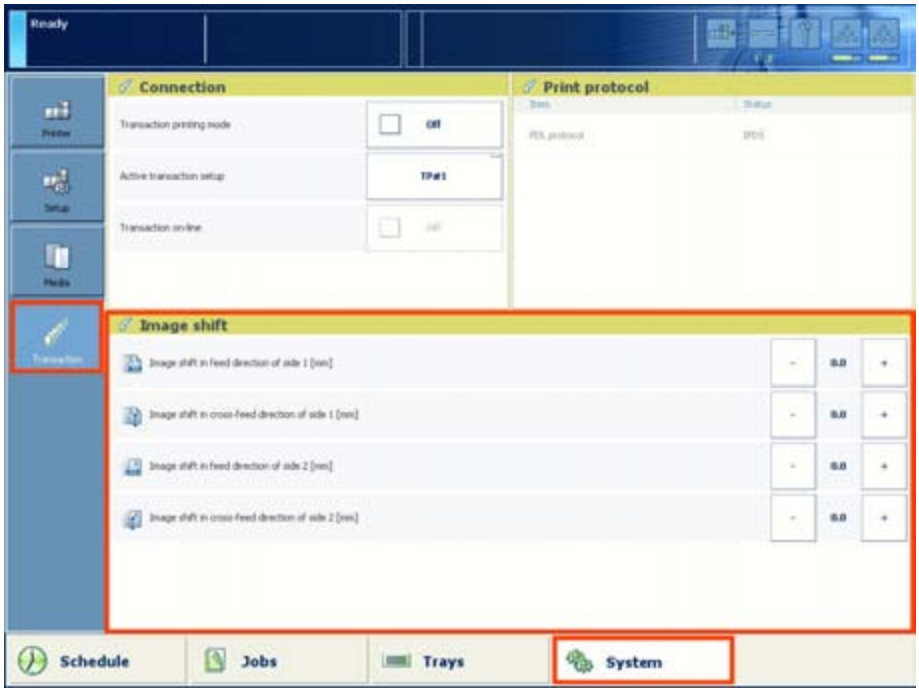
   When you switch the 'Transaction on-line' function to off-line, the connection to the host is disconnected.
4. Press the 'Transaction printing mode' button.
   The text on the button changes from 'On' to 'Off'.

Shift the image in the transaction printing mode

Introduction

When you use pre-printed media with marked locations for specific text, for example, a misalignment of the text can occur. For example, an address is not exactly placed in the center of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically.
This section describes how to shift the image.

Illustration



[111] Shift the image

Shift the image

Note:
Only use the image shift function if you want to shift the image of the whole job. The image shift applies to all the media in all the paper trays.

1. On the operator panel, press the 'System' button.
2. Press 'Transaction'.
3. Press the - or + buttons to shift the image on the front side or back side of the sheet.

Handle the media messages

Introduction

The media catalog
- contains a list of predefined media and their attributes
- is an essential part of the system behavior of the Océ VarioPrint® 6000 Ultra Line
- helps you to print your jobs more easily while using the correct media

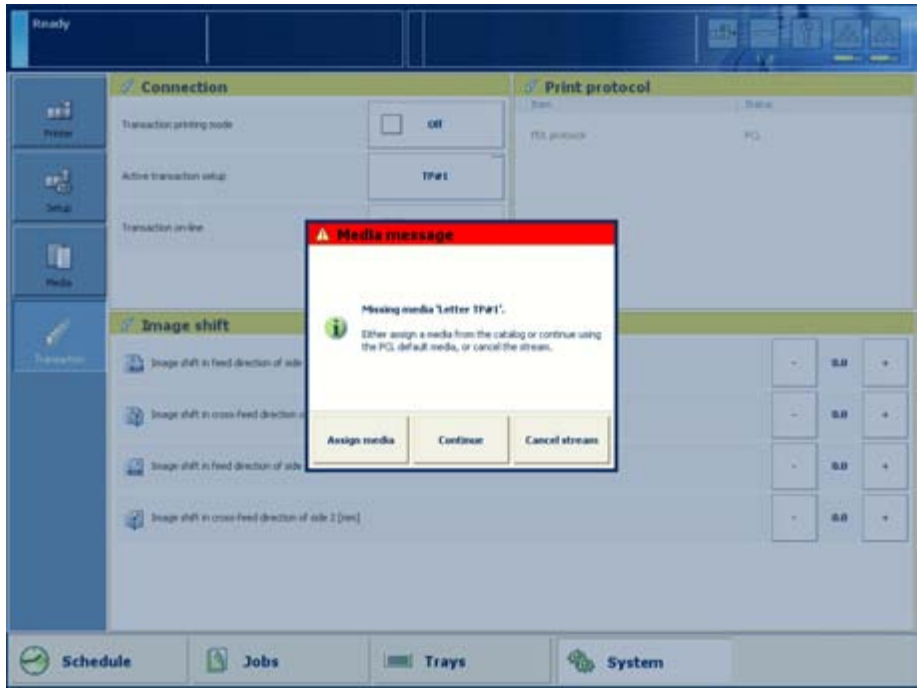
For transaction printing, the content of the paper trays (in terms of media from the media catalogue) is translated into a format that the SRA controller understands. However, the controller receives only a limited amount of information (name or size of the media). This can lead to miscommunication where the controller misses a media requirement. The controller will then ask for the required media via a message on the operator panel. This 'Media message' indicates the name or size of the missing media.

Your response to the'Media message' depends on the mode in which the printer works, either:
- The tray-to-tray mode, or
- The tray-to-media mode.

This section describes how to respond to the 'Media message' for both modes.

Note:
A 'Media message' will only occur when the printer description language is PCL.

Illustration



[112] Example of a 'Media message'

How to handle the 'Media message' in the tray-to-tray mode

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press 'Assign media'.
     Continue with step 2 when you select this option.
   - Press 'Continue'.
     The controller will use the PCL default media and continue the print job.
     Note that this might be an incorrect media.
   - Press 'Cancel stream'.
     The print job is stopped. You can now solve the problem. You will most likely be able to solve the problem on the server.

Note:
Steps 2 and 3 apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press 'OK'.
   Note that this might be an incorrect media.
   The media will now be displayed with the name that is defined in the media catalog.
3. Select the paper tray where you want to load the required media and press 'OK'.
4. Load the media.
5. Close the paper tray.
6. Press 'OK'.
   Now you can assign other media or continue the print job.

How to handle the 'Media message' in the tray-to-media mode

1. A message on the operator panel indicates that a media is missing. Select one of the following actions as a response to the message.
   - Press 'Assign media'.
     Continue with step 2 when you select this option.
   - Press 'Continue'.
     The controller will use the PCL default media and continue the print job.
     Note that this might be an incorrect media.
   - Press 'Cancel stream'.
     The print job is stopped. You can now solve the problem. You will most likely be able to solve the problem on the server.

Note:
The following steps apply only when you chose to assign a media.

2. From the list of media, select the media that will be used as the media the controller is asking for and press 'OK'.
   Note that this might be an incorrect media.
3. Select one of the 16 memory locations of the logical-tray table to be used for the required media.
   Note that the media that was previously allocated to that memory position in the setup will be overwritten. Then that media will no longer be available to the transaction stream.
   Now you can assign other media or continue the print job.

Create a transaction setup

Introduction

When you want to use transaction printing, you have to create the necessary transaction setups. You can create these setups in the Settings Editor.

Note:
If the Settings Editor does not display the correct language, you can change the preferred language in the internet options of your internet browser. The desired language must be first in the list of languages.

How to create a new transaction setup

1. Go to 'Transaction Printing' - 'Setups' .
2. Click the 'Add' button.
   A pop-up window appears.
3. Type in the name and the description of the transaction setup.
4. Click 'Ok'.
5. Place a checkmark in front of the transaction setup to select the setup.
6. Change the settings (see *'How to change the IPDS parameters'* on page 175 or *'How to change the PCL parameters'* on page 176).
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).

Note:
The status of the setup is changed to modified. You have to load the setup to make these modifications available on the printer.
Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

7. Go to 'Transaction Printing' - 'Settings', and click 'Toggle the transaction printing mode' to switch the printer off-line.
8. Go to 'Transaction Printing' - 'Setups', and click 'Load'.
   The setup is now available on your operator panel.

How to change the IPDS parameters

1. Go to 'Transaction Printing' - 'IPDS setup'.

2. Make sure that the Tray selection mechanism is set to Tray to Media.
   This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behavior.
3. Change the settings under the 'IPDS setup' tab.
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
4. For 'IPDS Tray to media for media 1' assign the 'Media catalog item' from the list. The list displays all the media in the media catalog. The system copies the media attributes from the selected media to the transaction setup.
   When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to 'Short-edge feed (SEF)'.

Note:
The settings editor displays only the media for which the media name is consistent with the IPDS media name definitions. Valid characters for an IPDS media name are: A-Z, a-z, 0-9, blank.

5. Repeat step 4 for all the logical trays in your setup.

How to change the PCL parameters

1. Go to 'Transaction Printing' - 'PCL setup'.
2. Make sure that the Tray selection mechanism is set to Tray to Media.
   This is the preferred setting. This printer is a media-based machine. The Tray-to-media method supports this behavior.
3. Change the settings under the 'PCL setup' tab.
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
4. For 'PCL Tray to media for media 1' assign the 'Media catalog item' from the list. The list displays all the media in the media catalog.
   When you assign A3/Ledger-like media or want to use short-edge feed for other media, change the feed direction to 'Short-edge feed (SEF)'.
5. Repeat Step 4 for all the logical trays in your setup.

Note:
When you have more than one printer, you can exchange transaction setups. Go to 'Transaction Printing' - 'Setups' and use the 'Import' and 'Export' functions.

How to modify a transaction setup

1. Go to 'Transaction Printing' - 'Setups'.
2. Put a checkmark in front of the transaction setup to select the setup you want to modify.
3. Click the 'Edit' button, if you want to change the name of the setup.
4. Change the settings under the 'IPDS setup' tab (see *'How to change the IPDS parameters'* on page 175).
   You can change the settings:
   - by group (click the pencil at the right-hand side of the group settings). This is the preferred method.
   - by item (click the pencil behind the individual settings).
5. Change the settings under the 'PCL setup' tab (see *'How to change the PCL parameters'* on page 176).
6. Change the values under the 'Settings' tab.

Note:
The status of the setup is changed to modified. You have to load the setup to make these modification available on the printer.
Before you can load a transaction setup, you have to switch the transaction printing mode off-line.

7. Go to 'Transaction Printing' - 'Settings', and click 'Toggle the transaction printing mode' to switch the printer off-line.
8. Go to back'Transaction Printing' - 'Setups'.
9. Click 'Load'.
   The setup is now available on your operator panel.

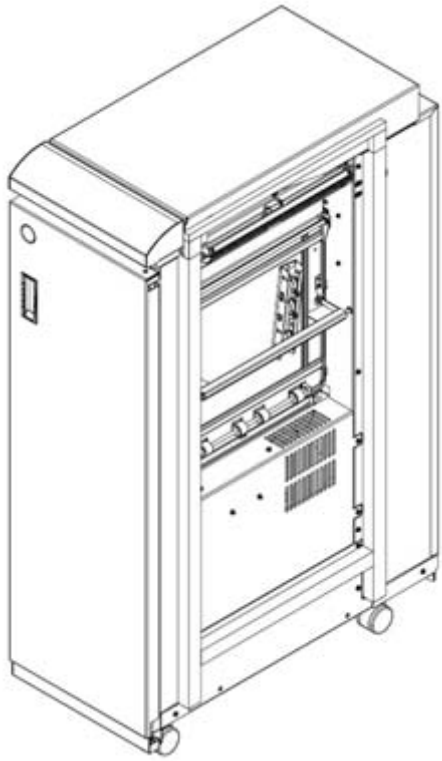
Chapter 6
Optional finishers and other devices

iXDP (integrated eXchangeable Die Punch) - VarioPrint® 6160 only

Introduction

Introduction

Illustration



[113] The puncher (iXDP)

'The puncher enables you to finish documents for various types of binding. Simply replace the die set inside the puncher to get another type of binding.

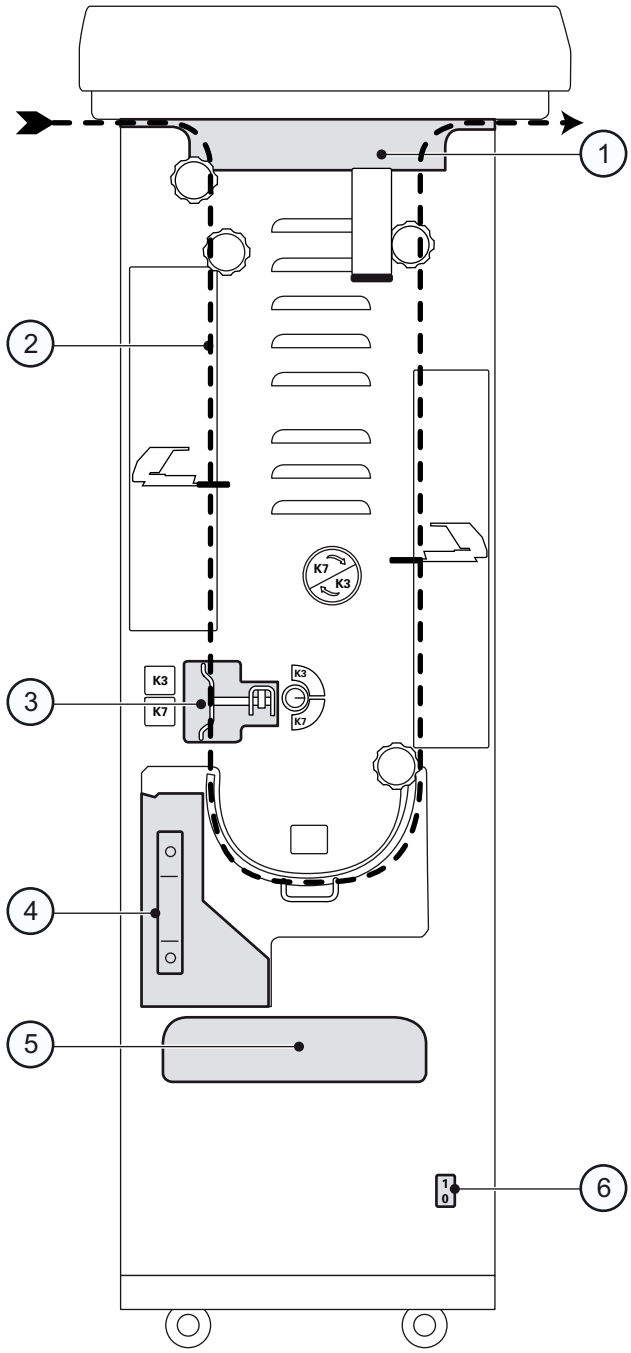
Information about the die sets.

- The die sets are self-latching. You do not need tools or levers to replace a die set.
- Each die set has an identification label that shows the hole pattern and name.
- You can store 3 additional die sets in a storage area inside the puncher (see *'Main parts'* on page 182).

Operating information

Main parts

Illustration



[114] Main parts of the puncher

Description of the main parts

Description of the main parts

	Part	Description
1	Bypass	The bypass is a short straight-through paper path for documents that must not be punched.
2	Punch path	Documents that must be punched follow the U-shaped punch path. The puncher can handle media up to 216 g/m² (80 lb. cover).
3	Die set	The puncher can use many different die sets (see *'Die set summary'* on page 185). The various die sets make different types of holes in your documents for different types of binding. You do not need tools or levers to replace a die set (see *'Replace a die set'* on page 189).
4	Chip tray	The chip tray collects the paper chips that arise from the punching process. You can easily access and empty the chip tray (see *'Empty the chip tray'* on page 187).
5	Storage area for die sets	The storage area K6 inside the puncher can keep 3 die sets.
6	Power switch	The power switch turns the puncher on and off. The puncher can only operate when the power switch is in the 'I' position.

Die sets available

Introduction

The puncher can use many different die sets to punch your documents. The punching pattern of a die set determines the binding style of your document. This section describes the die sets available for the puncher.

Note:
The puncher is available in 2 versions: one version for A4 media and one version for Letter media. A4 punchers require an A4 die set. Letter punchers require a Letter die set. You cannot use A4 die sets in Letter punchers, or the other way round.

Die set summary

Each punching style listed in the tables below requires a separate die set. All the die sets can handle media up to 216 g/m² (80 lb. cover).

Die sets available for A4 punchers

Number of holes, shape	Type of binding	Type of die set
2, round	Loose-leaf binding	2-Hole
4, round	Loose-leaf binding	4-Hole
12, round	VeloBind® binding	VeloBind®
20, rectangular	Plastic Comb binding	Plastic Bind
21, rectangular	Plastic Comb binding	Plastic Bind
23, round	Wire binding	Wire 02:01 AM (2 holes/inch)
34, round	Wire binding	Wire 03:01 AM (3 holes/inch)
47, round	Plastic Coil binding	Color Coil

Die sets available for Letter punchers

Number of holes, shape	Type of binding	Type of die set
3, round	Loose-leaf binding	3-Hole
11, round	VeloBind® binding	VeloBind®
19, rectangular	Plastic Comb binding	Plastic Bind

Number of holes, shape	Type of binding	Type of die set
32, square	Wire binding	Wire 03:01 AM (3 holes/inch)
44, round	Plastic Coil binding	Color Coil

Empty the chip tray

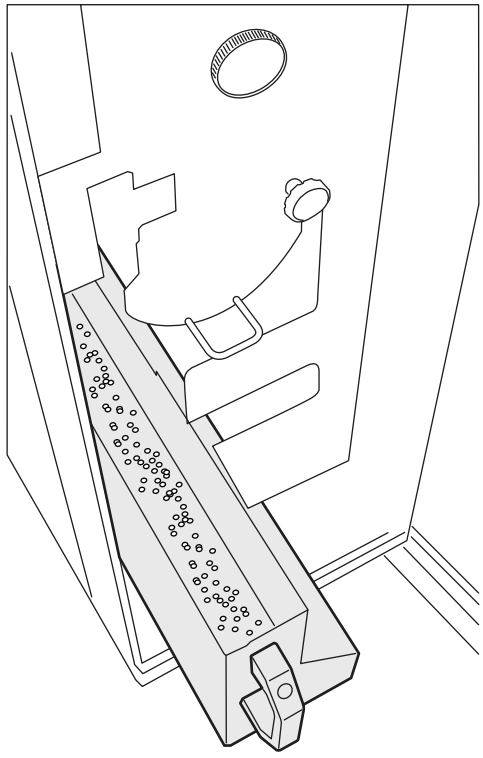
Introduction

The chip tray contains the paper chips that result from the punching process. The chip tray is located at the lower left-hand side of the puncher (see *'Main parts'* on page 182).

When to do

The printer stops when the chip tray is full. The operator panel displays a message. The message asks you to empty the chip tray of the puncher.

Illustration



[115] Empty the chip tray

Empty the chip tray

1. Open the front door of the puncher.

Note:
Make sure that you empty the chip tray while the power switch of the puncher is in the 'I' position. This enables the sensors to detect the action and automatically reset the punch counter.

2. Grasp handle K8 and pull out the chip tray.
3. Empty the chip tray.
4. Slide the chip tray back into place.
5. Close the front door of the puncher.

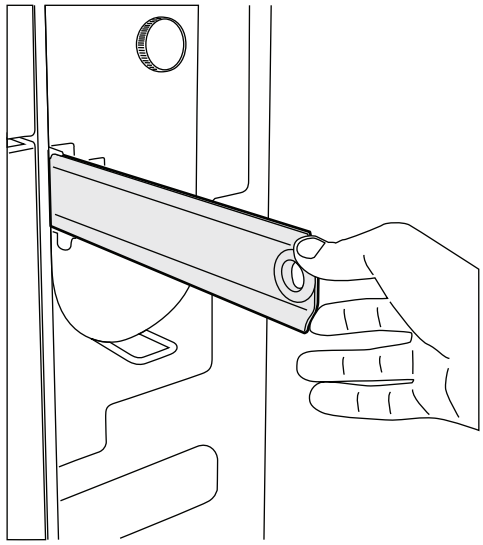
Replace a die set

Introduction

The puncher can use many different die sets to punch your documents (see *'Die sets available'* on page 185). The die set determines the punching pattern.
Please contact your puncher supplier for additional or replacement die sets.
This section describes how to remove and install a die set.

Note:
Only replace a die set when the printer is on hold.

Illustration



[116] Replace a die set

Remove and install a die set

1. Open the front door of the puncher.
2. Grasp the finger hole of the die set and pull firmly. Slide the die set out of the slot. Make sure that you support the die set with both hands.
3. If possible, place the removed die set into the storage area inside the puncher cabinet.

Warning:
The next 2 steps include a possible pinching hazard! Keep your fingers and other body parts away from the die set slot and the die set pins.

4. Support the die set with both hands and slightly slide the die set into the slot.
5. Grasp the finger hole of the die set and push until the die set locks. A firm push can be required.
6. Close the front door of the puncher.

Service information

Inspect the die sets

Introduction

Die sets have a life expectancy of approximately 500,000 punched sheets. The life expectancy depends partially on the used media types. The life expectancy of the die sets can increase, for example:

- When you observe the lubrication schedule (see *'Lubricate the die sets'* on page 193).
- When you punch the same media type most of the time.
- When you punch less cover stocks.

You must periodically inspect the die sets for wear. The result of the inspection can be one of the following.

- The die set is not worn. You can continue to use the die set.
- The die set shows signs of wear. You must replace the die set.

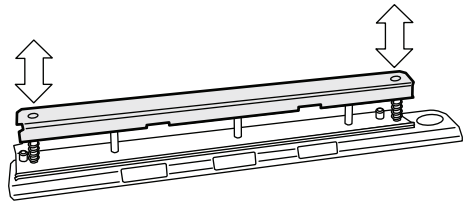
Note:
When a die set reaches the end of life, the die set can cause paper jams.

When to do

Inspect the die sets after 500,000 punched sheets and consequently each time you lubricate the die sets.

Note:
See *'Replace a die set'* on page 189 for information about how to remove and insert a die set into the die set slot.

Illustration



[117] Inspect the die sets

Inspect the die sets

1. Put the die set on a table.
2. Put your hands on both ends of the die set and push the top plate straight down. Check if the die set functions smoothly. If not, the die set is worn.
3. When the die set seems OK, insert the die set into the die set slot.
4. Run a number of sheets through the machine and inspect the holes.
   - The holes must be clean and even. Torn or frayed edges indicate wear.
   - The holes must be punched completely. Chips that are still attached to the holes indicate wear.
   - The holes must be straight, evenly spaced from the paper edge and correctly aligned. Skewed holes indicate wear.

Lubricate the die sets

Introduction

The die sets have a life expectancy of approximately 500,000 punched sheets. However, when you lubricate the die sets on a regular basis, the life expectancy can increase. You must regularly lubricate the following parts.

- The punch pins.
- The shoulder bolts and springs.
- The felt oil pad, if applicable.

Some die sets have a felt oil pad that must be lubricated. The following table indicates which types of die set do or do not have a felt oil pad.

Types of die sets with and without a felt pad

Type	Description	Die sets
1	No felt oil pad	2-, 3-, 4-Hole and VeloBind®
2	A felt oil pad on 1 side, including a magnet and retaining plate	02:01 AM and 03:01 AM Wire (round and square holes)
3	A felt oil pad surrounds the punch pins	19-, 20-, 21-Hole comb 44-, 47-Hole coil

When to do

- Lubricate the punch pins every 50,000 punched sheets.
- Lubricate the shoulder bolts and springs every 200,000 punched sheets.

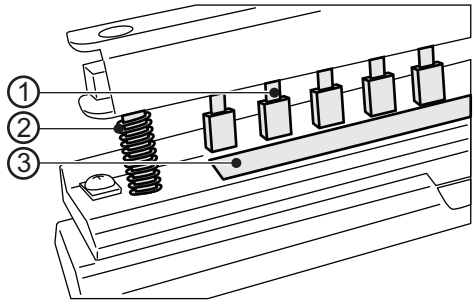
Required tool

- Use a high quality machine oil to lubricate the die sets.

Caution:
Do not use an aerosol (spray) type of oil. This type of oil leaves a sticky residue on the pins and attracts paper dust.

Note:
See *'Replace a die set'* on page 189 for information about how to remove and insert a die set into the die set slot.

Illustration



[118] Lubrication points

1. Punch pins
2. Shoulder bolts and springs
3. Felt oil pad

Lubricate the punch pins

1. Push the die set down until the punch pins protrude from the bottom plate.
2. Apply a drop of oil to the end of each punch pin.
3. Wipe down the punch pins.
   Make sure that a thin layer of oil remains on the punch pins.

Lubricate the shoulder bolts and springs

1. Apply a thin layer of oil on the shoulder bolts and springs.
2. Wipe down the shoulder bolts and springs.
   Make sure that a thin layer of oil remains on the shoulder bolts and springs.

Lubricate the felt oil pad

1. Apply a thin layer of oil along the whole felt oil pad.
   Make sure that felt oil pad does not become oversaturated.

Troubleshooting

Introduction

When a paper jam occurs in the puncher, the printer will stop printing and go on hold. The printer operator panel displays a message that asks you to remove the sheets from the puncher. The printer operator panel does not display the required actions step by step. Therefore, you must check the following places for jammed media.

- The bypass
- The downward paper path
- The die set
- The bottom of the paper path
- The upward paper path.

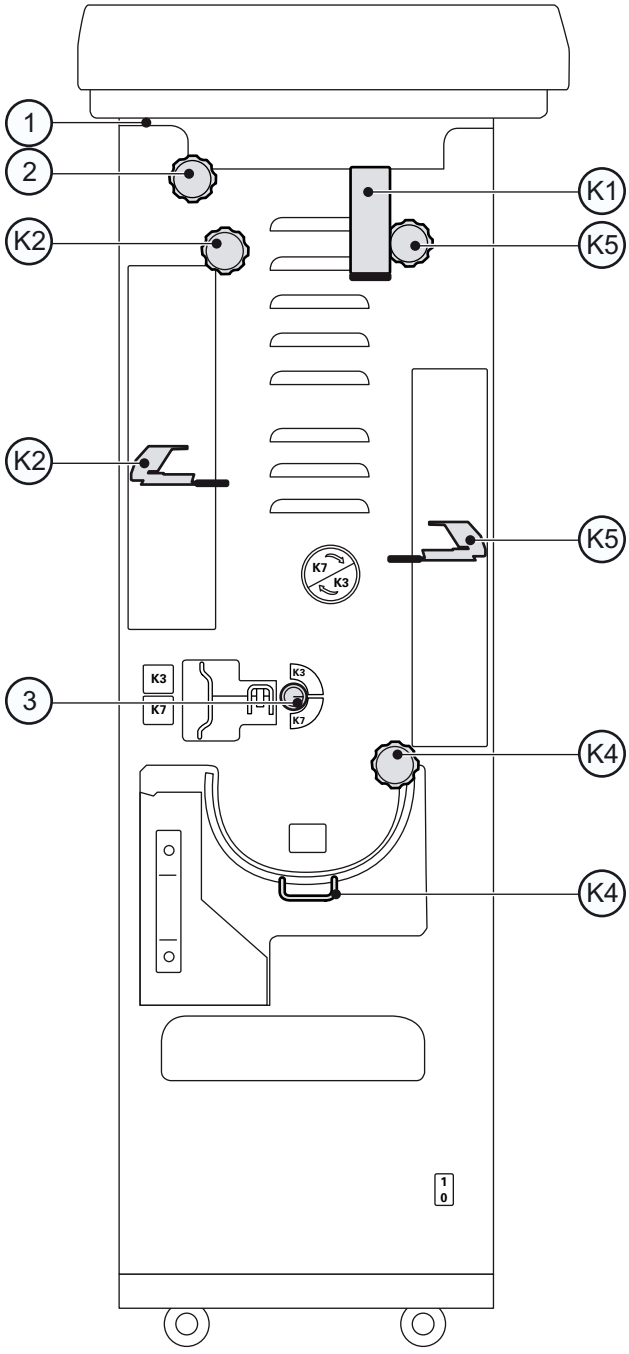
Besides a paper jam, there are other possible problems the puncher can face. This section describes the actions you must take to solve the problems.

Solve a problem

Solve a problem

Problem	Solution
The puncher does not punch	■ Check if the power switch of the puncher is in the 'I' position. ■ Check if the power cord is correctly attached to the back of the puncher. ■ Check if the power cord is correctly plugged into the wall socket.
You cannot easily pull out the die set	The die set is in a partial cycle. Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. The die set should now slide out easily.

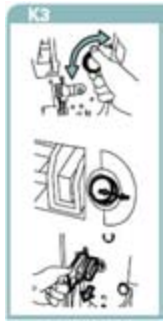
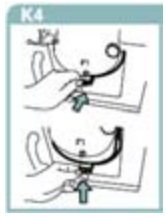
Illustration



[119] Clear a paper jam

Clear a paper jam

1. Open the front door of the puncher.
2. Check if the chip tray is not too full.
3. Follow the steps in the table.

Area	Description
	Check the bypass: ■ Lift lever K1. ■ Check for jammed media in the bypass, the entrance guide (1) and the diverter (2).
	Check the downward paper path: ■ Open latch K2. ■ Check for jammed media. ■ If necessary, turn knob K2 anti-clockwise until the paper falls down.
	Check the die set: ■ Turn knob K3/K7 clockwise until the puncher is in the home position. Then the black lines on the knob (3) and the frame are aligned. ■ Slide the die set out. ■ Check for jammed media. ■ Put the die set back.
	Check the bottom of the paper path: ■ Press lever K4 inward and lower the U-channel. ■ Check for jammed media. ■ If necessary, turn knob K4 until the paper falls down.
	Check the upward paper path: ■ Open latch K5. ■ Check for jammed media. ■ If necessary, turn knob K5 clockwise until the paper falls down.

4. Close K1, K2, K4 and K5.
5. Close the front door of the puncher.

Specifications

Summary of the main specifications

Item	Specifications for 115 V machines	Specifications for 230 V machines
Supported media sizes	Letter (8.5" x 11")	A4 (210 mm x 297 mm)
Supported media weights	20 lb. bond to 80 lb. cover	75 g/m² to 216 g/m²
Media through the by-pass	All media that the printer supports	All media that the printer supports
Punch edge	11"	297.4 mm
Punch capacity	1 sheet	1 sheet
Power supply	115 V, 60 Hz, single phase	230 V, 50 Hz, single phase
Electrical	■ BTUs/hour: 1160 BTU/HR ■ Watts: 300 W	■ BTUs/hour: 1160 BTU/HR ■ Watts: 300 W
Safety certification	TÜV according to UL 60950-1 First Edition/CAN/CSA-C22.2 No. 60950-1 IEC60950-1	TÜV/GS, CE according to EN60950-1:A11 IEC60950-1
Dimensions H x D x W	44.6" x 28.2" x 13.0"	1,134 mm x 716 mm x 330 mm
Weight	165 lbs.	75 kg
Shipped weight	254 lbs.	115.5 kg

iP&F (integrated Puncher & Folder)

Introduction

Introduction

The puncher/folder (integrated Puncher & Folder) enables you to punch holes in and/or fold your documents. In this section, you can find details of the types of punching and folding that are possible.

Puncher

The number of holes you may punch depends on the puncher installed in your configuration:

- 2 or 4 punch holes for A4/A3 media (primarily for markets outside the USA)
- 2 or 3 punch holes for Letter/Ledger media (primarily for USA market).

Note:
The two punchers listed above are not interchangeable. You can only replace the entire puncher with the same type.

Folder

Folding can be carried out on A3 and Ledger media, or media that has a size very similar to A3 and Ledger. These media will be folded into A4 or Letter size. For the minimum and maximum media sizes, please refer to *'Main specifications of the folder'* on page 227.

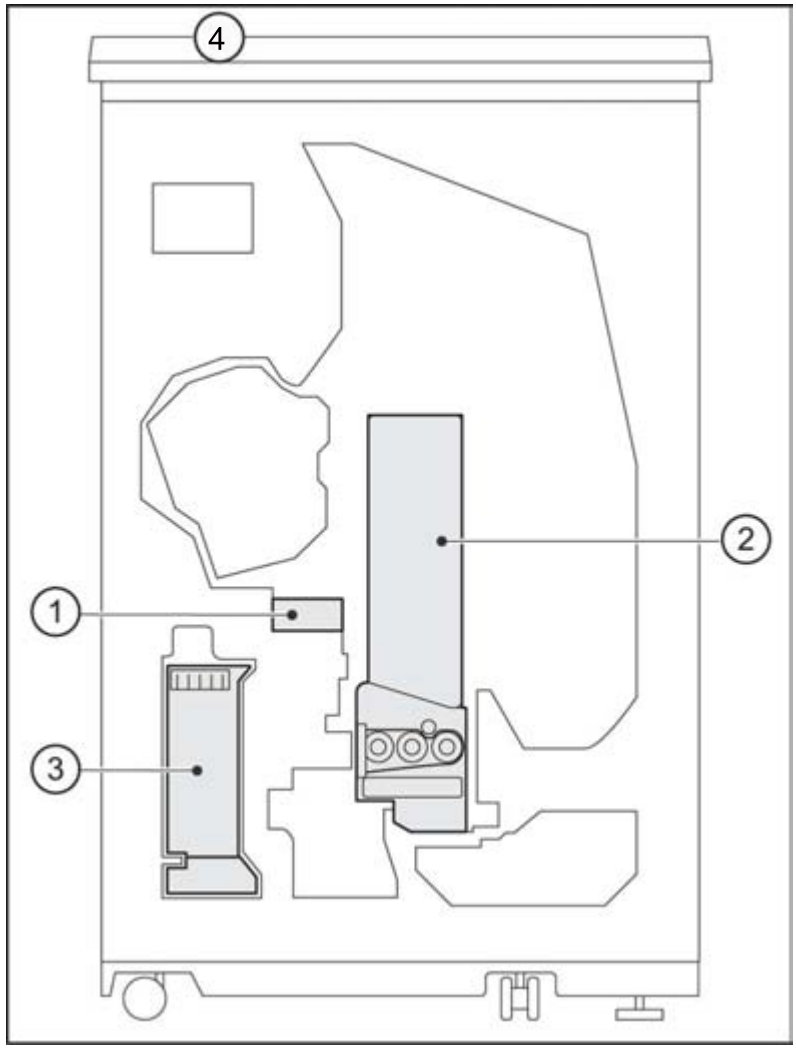
Folding methods available:

- Z-fold
- Half-fold

Operating information

Main parts

Illustration



[125] Main parts of the puncher/folder

Description of the main parts

	Part	Description

	Part	Description
1	Puncher	The puncher will be for 2 or 4 holes (A4 and A3 media), or 2 or 3 holes (Letter and Ledger media), depending upon the configuration ordered.
2	Folding unit	The folder can half-fold or z-fold your documents
3	Waste box	The waste box collects the paper chads that arise from the punching process. You can easily access and empty the waste box (see *'Empty the waste box'* on page 205).
4	Top tray	The output location for error pages.

Output locations

Introduction

If a stack of folded sheets is too high, the stack will tilt. Therefore, the system limits the number of folded sheets per output location. How the system limits the output capacity depends on the folding method.

Z-fold

- Depends on media weight and type.
- Depends on the percentage of folded sheets in a stack.

Half-fold

- Determined by a fixed number of folded sheets.

The default settings guarantee safe stacking for media up to 100 g/m² or 27 lb. bond for plain media or 120 g/m² or 32 lb. bond for coated media. You can adjust the stack height for heavier media in the Settings Editor. You can change the stack height in increments of 10% from -50% to +200%. For heavier media, start with -50% to prevent stacks tilting.

The table below gives an overview of the default capacity per output location for half-folded and Z-folded sheets.

Z-fold

Output capacity for Z-folded sheets

Percentage of folded sheets (%)	Stacker (number of sheets)	Finisher (number of sheets)
1	6000	4000
2	3200	3000
3	1980	2250
5	1080	1320
10	400	510
14	280	273
25	160	144

Half-fold

Output capacity for half-folded sheets

Stacker (number of sheets)	Finisher (number of sheets)
80	120

Empty the waste box

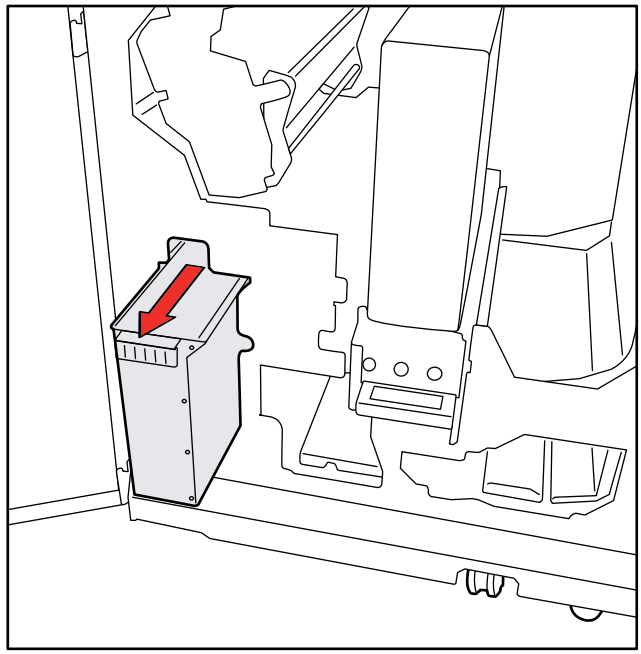
Introduction

The waste box contains the paper chips that result from the punching process. The waste box is located at the lower left-hand side of the puncher/folder (see *'Main parts'* on page 201).

When to do

The printer stops when the waste box is full. The operator panel displays a message. The message asks you to empty the waste box of the puncher/folder.

Illustration



[126] Location of the waste box

Empty the waste box

1. Open the front door of the puncher/folder.
2. Pull out the waste box.
3. Empty the waste box.
4. Push the waste box back into place.

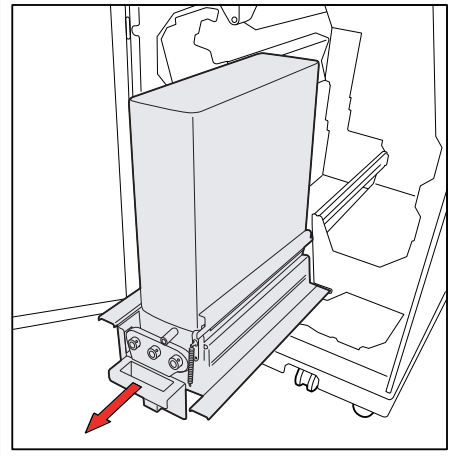
5. Close the front door of the puncher/folder.

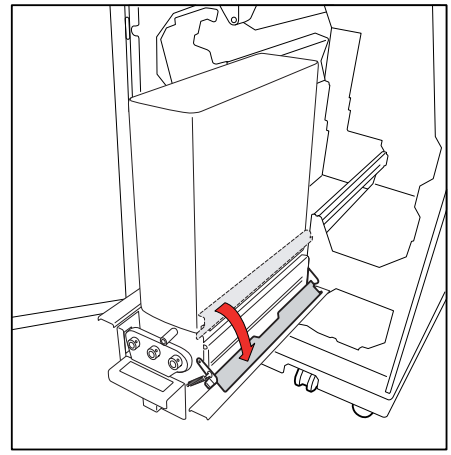
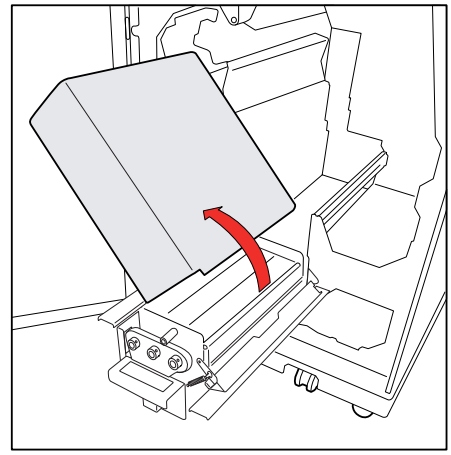
Clear a paper jam

Introduction

The puncher/folder has a very efficient and reliable paper jam recovery. When a paper jam occurs in the paper path of the puncher/folder, the operator panel displays the actions you must take to clear the paper jam. Error pages will be delivered to the top tray of the puncher/folder.
Besides a paper jam in the paper path of the puncher/folder, it is also possible that a paper jam occurs in the folding unit. This section describes the actions you must take to solve a paper jam in the folding unit.

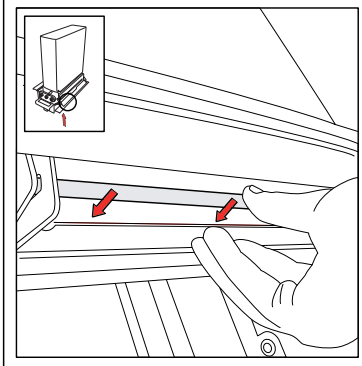
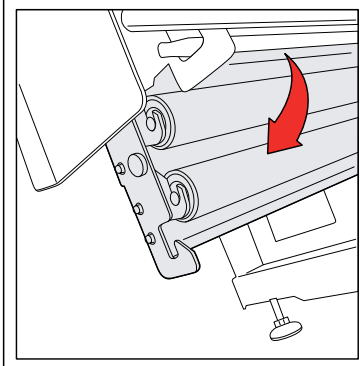
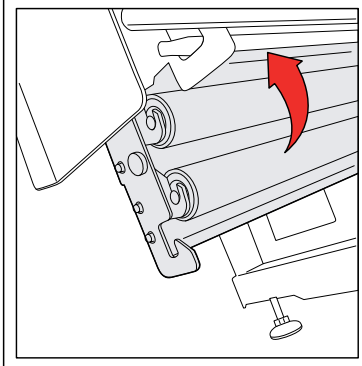
Access the folding unit

Step	Action	Illustration
1	Open the front door of the puncher/folder.	
2	Lift the handle and pull out the folding unit.	 [127]

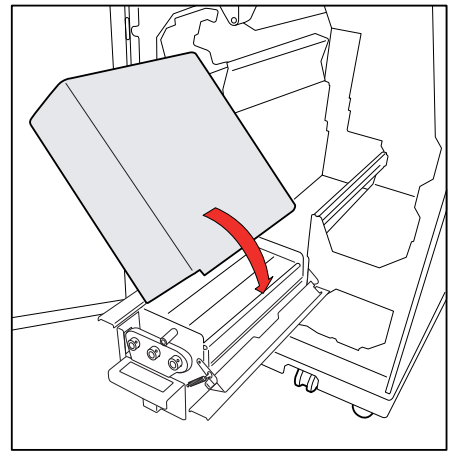
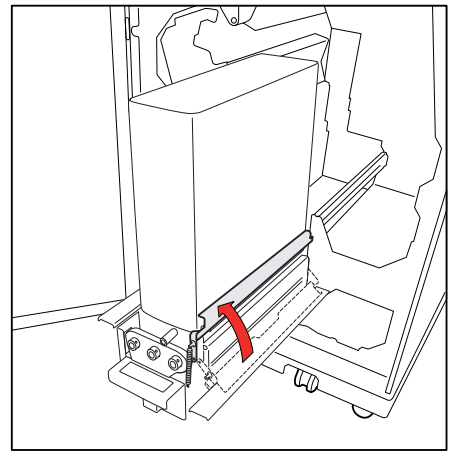
Step	Action	Illustration
3	Lower the green bracket to release the folding unit.	 [128]
4	Turn the folding unit backwards.	 [129]

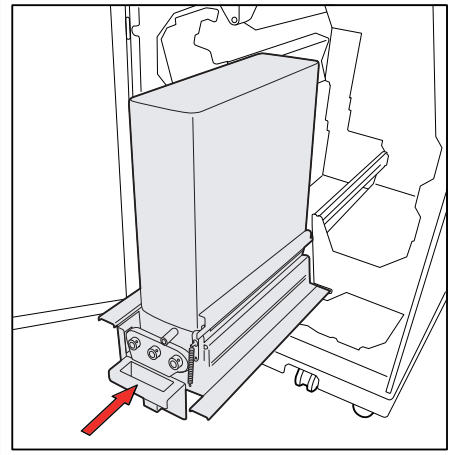
Clear a paper jam in the folding unit

Step	Action	Remarks
1	Check the upper rollers for jammed media.	

Step	Action	Remarks
2	Press the shaft located at the bottom of the folding unit to release the flap.	 [130]
3	Slowly lower the flap with the rollers. *Note:* If you lower the flap too fast, the rollers may come loose. If they do, you can simply push them back into position.	 [131]
4	Check for jammed media.	
5	Push the flap with the rollers back into place by pressing the shaft.	 [132]

Finish the procedure

Step	Action	Remarks
1	Push the folding unit back into its original position.	 [133]
2	Push the green bracket back to secure the folding unit.	 [134]

Step	Action	Remarks
3	Push the folding unit back into the locked position.	 [135]
4	Close the front door of the puncher/folder.	

Operating information

What is a folding shift and a folding skew?

Introduction

By default, the folder is adjusted to make a correct Z-fold.

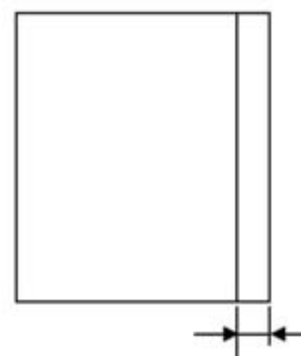
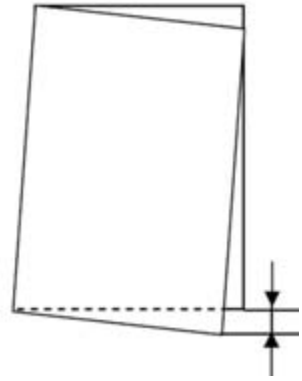
However, if you use different types of media you can adjust the Z-fold in two ways:

- Adjust the folding shift.
- Adjust the folding skew.

This section describes the difference between a folding shift and a folding skew and how to make appropriate fold corrections.

Note:
When your folded sheets show a folding skew and a folding shift, adjust the folding skew first.

Description of a folding shift and a folding skew

Folding shift	Folding skew
	

Folding shift	Folding skew
It is possible for the fold line not to be exactly in the in the middle of the sheet. If you have a job that contains both folded and non-folded sheets, the result is that the folded sheets are slightly bigger than your non-folded sheets. You can correct this by adjusting the fold position in the Settings Editor (see *'Adjust the folding shift'* on page 217).	If you want to change from a Z-fold to a half-fold or visa versa, it is possible for the fold line not to be exactly straight and for your folded output to show a folding skew. You can correct this folding skew using the knob in the puncher/folder (see *'Adjust the folding skew'* on page 214).

Adjust the folding skew

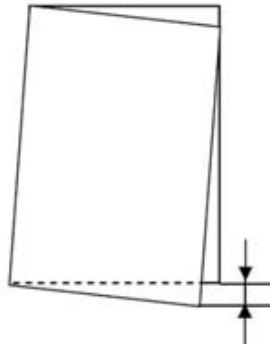
Introduction

By default, the puncher/folder is set to Z-fold. If you switch to half-fold, it is possible for your sheets to show a folding skew. You can correct this folding skew using the knob underneath the left-hand top cover of the puncher/folder. If you switch back to Z-fold, you can turn the knob until you have reached the default position. You can find this default position on the sticker inside the puncher/folder.

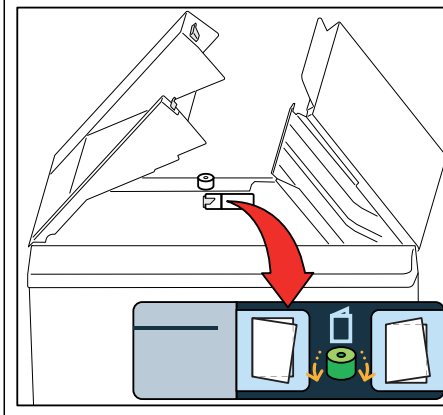
Folding skew correction

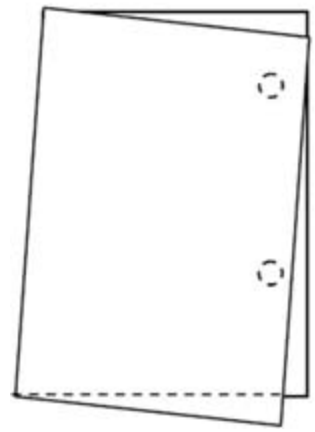
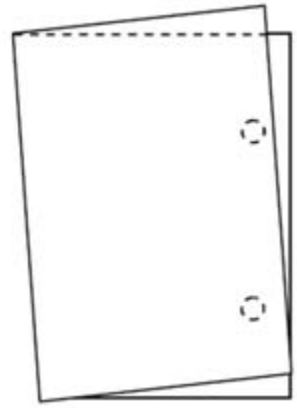
The following table gives an overview of the relation between the number of complete rotations of the knob and the amount corrected in millimeters.

Folding skew correction

	Folding skew error (mm)	Correction (in rotations)
 [138] A folding skew	0.5	1.5
	1.0	3
	1.5	4.5
	2.0	6
	2.5	7.5
	3.0	9

Adjust the folding skew

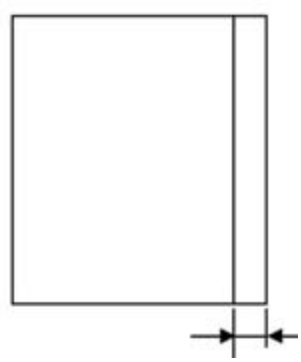
Step	Action	Remarks
1	Open the top covers of the puncher/folder	 [139] Sticker inside puncher/folder The black line at the left-hand side of the sticker indicates the default position. The sticker also indicates in which direction you should turn the knob to correct the skew.

Step	Action	Remarks
2	Adjust the folding skew by turning the knob.	 [140] If the skew is in this direction, turn the knob counter-clockwise.
		 [141] If the skew is in this direction, turn the knob clockwise.
3	Close the top covers of the puncher/folder.	
4	Check the adjustments you made.	

Adjust the folding shift

Introduction

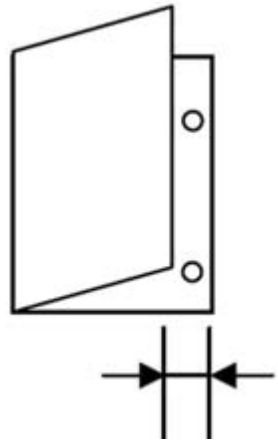
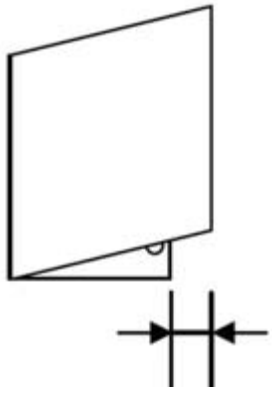
It can occur that the fold line is not exactly in the correct position. In that case, the folded output shows a folding shift. If you have a job that contains both folded and non-folded sheets, the result is that the folded sheets are slightly bigger than the non-folded sheets. You can correct this by adjusting the fold position in the Settings Editor.



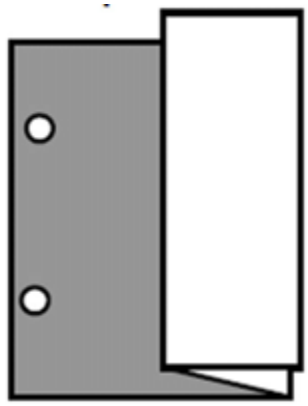
Note:
The folder has two fold plates, referred to as 1 and 2 in the text below.

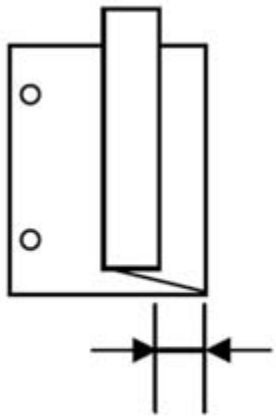
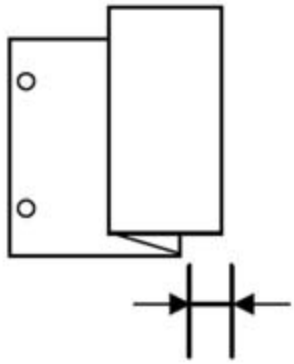
Corrections for half-fold

If the folded sheets show a folding skew and a folding shift, adjust the folding shift first.

When	Then
	Decrease the fold position 1 with half the folding shift
	Increase the fold position 1 with half the folding shift

Corrections for Z-fold

Step	When	Then
1		
	You want to decrease the length of the shaded part.	Increase fold position 2 with the desired length change.
	You want to increase the length of the shaded part.	Decrease fold position 2 with the desired length change.

Step	When	Then
2		Decrease the fold position 1 and 2 with half the folding shift
		Increase the fold position 1 and 2 with half the folding shift

Adjust the folding shift

1. Go to the Settings Editor - 'Preferences' - 'Print job defaults' - 'Puncher/folder (iP&F)'.
2. Click the pencil behind the individual settings to adjust the fold positions (in 0.1 mm increments):
   - 'Adjustment for fold position 1' (first fold for Z-fold and half-fold)
   - 'Adjustment for fold position 2' (second fold for Z-fold only)

Puncher replacement

Replace the puncher

Introduction

Please contact your supplier for a replacement puncher if the old one becomes worn out.

This section describes how to remove the old puncher and install a new puncher.

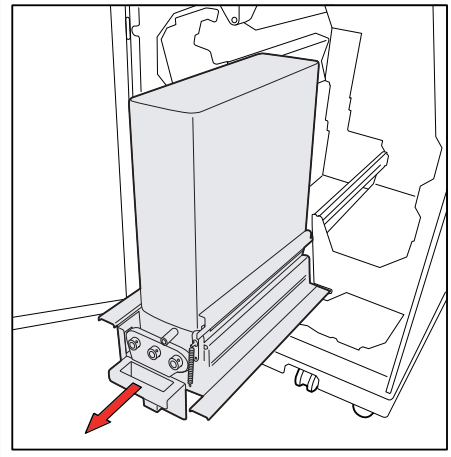
When to do

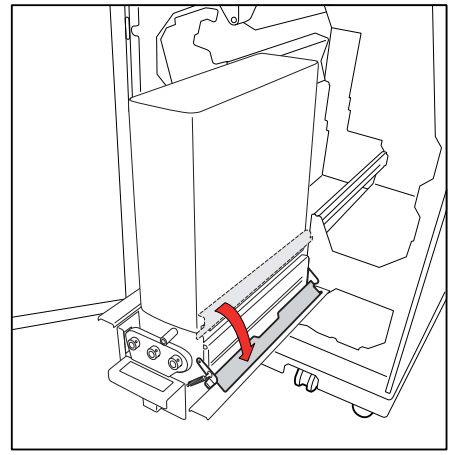
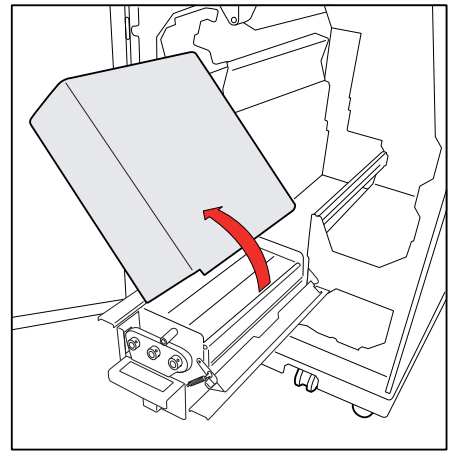
Only replace a puncher when the printer is on hold.

Required tool

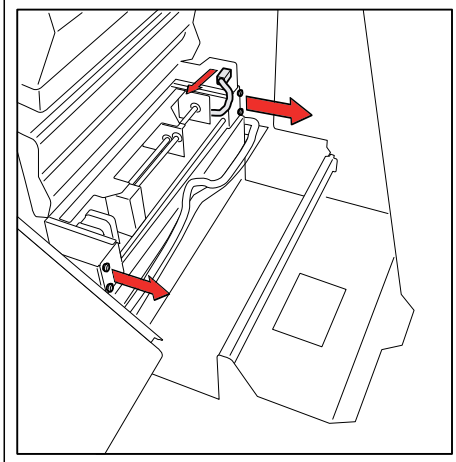
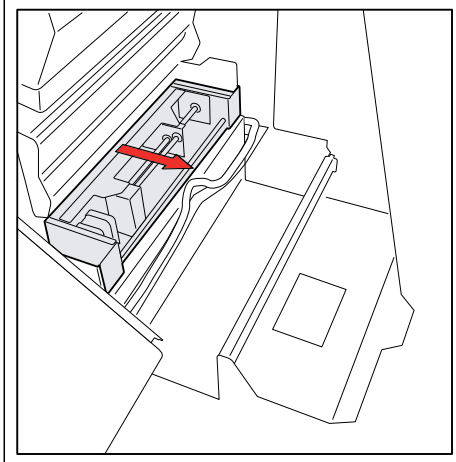
- Number 10 socket wrench (supplied with the printer)

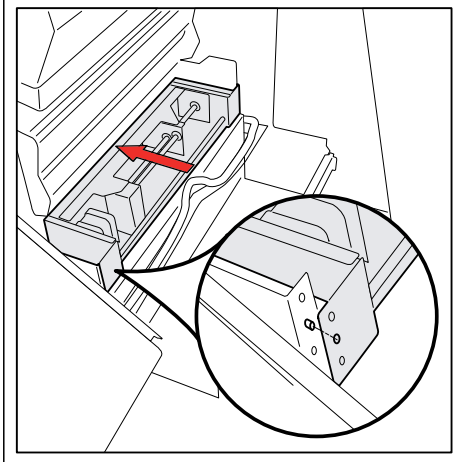
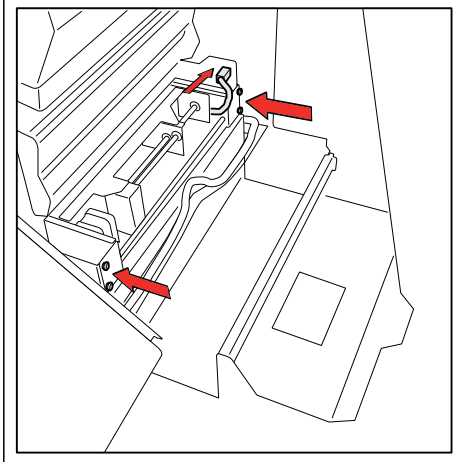
Access the folding unit

Step	Action	Illustration
1	Open the front door of the puncher/folder.	
2	Lift the handle and pull out the folding unit.	 [148]

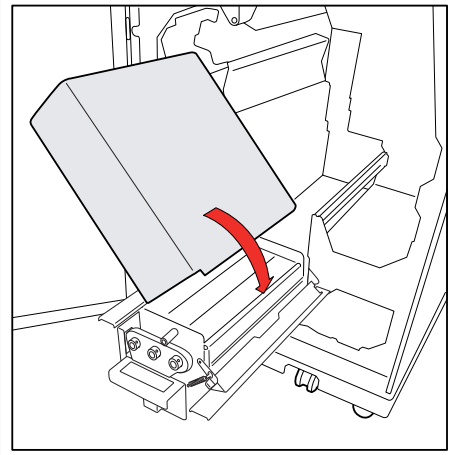
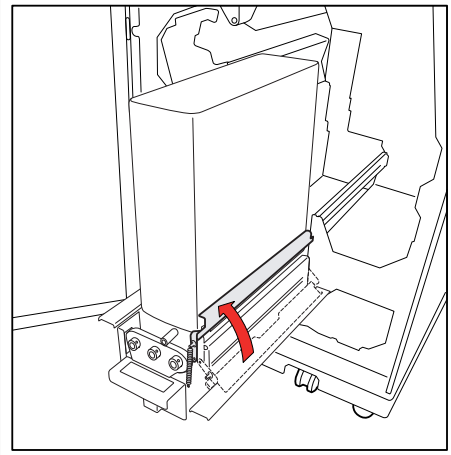
Step	Action	Illustration
3	Lower the green bracket to release the folding unit.	 [149]
4	Turn the folding unit backwards.	 [150]

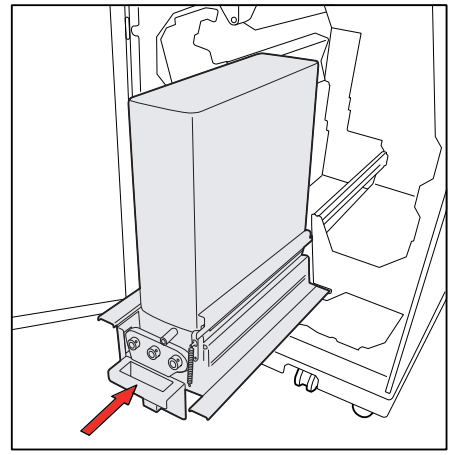
Replace the punch kit

Step	Action	Remarks
1	Loosen and remove the 4 screws of the puncher, and disconnect the connector.	 [151]
3	Pull the puncher out.	 [152]

Step	Action	Remarks
4	Push the new puncher into place. *Note:* Use an alignment pin to ensure correct positioning.	 [153]
5	Fasten the 4 screws of the puncher and connect the connector .	 [154]

Finish the procedure

Step	Action	Remarks
1	Push the folding unit back in its original position.	 [155]
2	Push the green tab back to secure the folding unit.	 [156]

Step	Action	Remarks
3	Push back the folding unit.	 [157]
4	Close the front door of the puncher/folder.	

Specifications

Main specifications

Item	Specifications
Power supply	230 V, 50 Hz, single phase or 115 V, 60 Hz, single phase
Dimensions H x D x W	1135 mm x 725 mm x 750 mm / 44.7" x 28.5" x 29.5"
Weight	180 kg / 397 lbs.

Main specifications of the puncher

Item	Specifications
Supported media sizes	All media that the printer supports, including tabs. *Note:* Punching positions are fixed.
Supported media weights	50 g/m² to 210 g/m² / 14 lb. bond to 56 lb. cover
Hole punch size	2 or 4 holes A4/A3 puncher: ■ 6.0 mm 2 or 3 holes Letter/Ledger puncher: ■ 2 holes - 0.25" ■ 3 holes - 0.31"
Punch capacity	1 sheet
Punch speed	Maintains print engine speed

Main specifications of the folder

Item	Specifications
Supported media sizes	Minimum: 390 mm x 216 mm (15.5" x 8.5") Maximum: 432 mm x 305 mm (17" x 12")
Supported media weights	70 g/m² to 100 g/m² 18 lb. Bond to 26 lb. Bond
Supported media types	Plain, satinated, glossy, silk

Item	Specifications
Fold speed	Maintains print engine speed
Folding methods	Z-fold Half-fold

Form Assist Module

Form Assist Module

Introduction

The printer allows you to print on special media with irregular thickness. Examples of such media are media with glued-on (membership or bank) passes, folded media, or media with a slip attached. When you load a stack of special media with irregular thickness into the paper tray, the stack will tilt. When the stack tilts too much, it may cause paper jams. Therefore, you can only load a limited amount of special media with irregular thickness into the paper tray.
The Form Assist Module is a device you can insert in your paper tray without modifying your paper tray. It allows you to increase the media input capacity. When you use the Form Assist Module, your stack of special media will stay straight. This allows you to load more media into the paper tray and to increase your productivity. The Form Assist Module is delivered with 'Installation instructions'.

Caution:
The variety of special media makes it difficult to predict whether the printer can process the special media you want to use. Before you begin, test the special media and print a limited number of sheets.

Paper input capacity

	Paper tray with Form Assist Module	Paper tray without Form Assist Module
Paper with irregular thickness (number of sheets)	100 - 200	20 - 50

EasyLift

EasyLift

Introduction

The EasyLift is a device that helps you to lift stacks of paper out of the stacker more easily. The EasyLift is delivered with an 'Information sheet'.

Warning:
The maximum lifting weight is 15 kg / 33 lb.
Caution: this is only a guideline, the amount may be lower/higher depending on your physical strength.

Warning:
Avoid physical injury. Bend you knees and keep your back straight when you use the EasyLift.

Maximum weight

The following table gives you an indication of the weight of the most common media you can lift with the EasyLift.

Media	Number of sheets / weight in kg/lbs			
	100 sheets	500 sheets	1000 sheets	2000 sheets
A4 (80 gr)	0.5 kg / 1.1 lbs	2.5 kg / 5.5 lbs	5.0 kg / 11.0 lbs	10.0 kg / 22.0 lbs
A3 (80 gr)	1.0 kg / 2.2 lbs	5.0 kg / 11.0 lbs	10.0 kg / 22 lbs	Too heavy!

Media	Number of sheets / weight in kg/lbs			
	100 sheets	500 sheets	1000 sheets	2000 sheets
Letter (20 lbs)	0.5 kg / 1.0 lbs	2.3 kg / 5.0 lbs	4.5 kg / 10.0 lbs	9.1 kg / 20.0 lbs
Legal (20 lbs)	0.6 kg / 1.3 lbs	2.9 kg / 6.4 lbs	5.8 kg / 12.7 lbs	11.6 kg / 25.5 lbs
Ledger (20 lbs)	0.9 kg / 2.0 lbs	4.5 kg / 10.0 lbs	9.1 kg / 20.0 lbs	Too heavy!

Remote viewer

Remote viewer

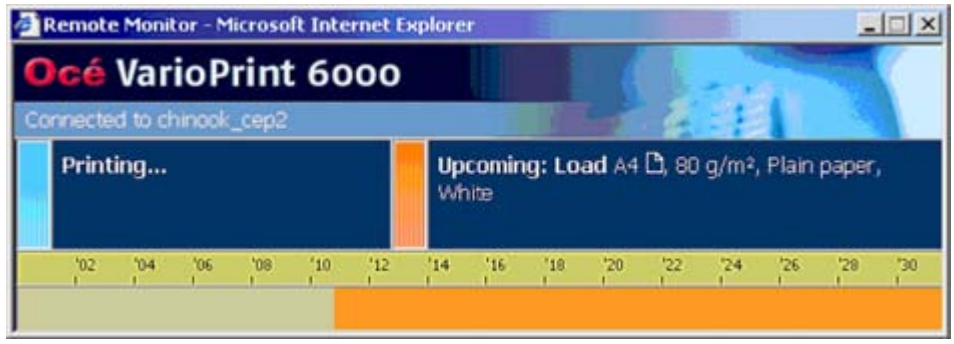
Introduction

The Remote Viewer gives you an overview of the printer status. It also displays how long the printer can continue to print without operator intervention. The operator can see when intervention is needed, for example, when the printer runs out of paper. For confidentiality reasons, the viewer does not display job information.

The Remote Viewer is a web application. If your printer contains the optional Remote Viewer license, you can access the Remote Viewer via a URL in your a web browser.

Note:
You can use the Remote Viewer when your printer has the optional Remote Viewer license.
When you enable the Remote viewer without a valid license, you receive a message that no license is available.

Illustration


Remote Monitor - Microsoft Internet Explorer
Océ VarioPrint 6000
Connected to chinook_cep2
Printing...
Upcoming: Load A4, 80 g/m², Plain paper, White
'02 '04 '06 '08 '10 '12 '14 '16 '18 '20 '22 '24 '26 '28 '30

[160] The remote viewer

Alert functionality

The Remote viewer also offers an alert functionality. Your screen displays the Remote viewer window on top when the printer status changes from:

- 'Printing...' (alert light is green) to 'Stopped' (alert light is red), or
- 'Printing...' (alert light is green) to Printing will stop...' (alert light is orange).

Specifications

Recommended resolution of your computer screen	640 x 480 pixels or higher
URL to access Remote viewer	http://<printername>/remoteinfo
Supported web browsers	■ Microsoft Internet Explorer 7+ ■ Firefox 3+ ■ Chrome ■ Safari
Language	As defined in your browser, as long as the printer supports this language
Update frequency	Every 5 seconds
Time line	Fixed (30 minutes)
Displayed printer information	■ Hostname ■ System mode ■ Status panel ■ Alert light ■ Operator instruction ■ Time line

7" x 10" Statement Size Support

7" x 10" Statement Size Support

Introduction

The smallest media size that this machine supports is 203 x 203 mm / 7.9 x 7.9 inch. The 7" x 10" Statement Size Support device enables you to print on media with a size of 7 x 10 inches / 178 x 254 mm.
You can insert this device in your paper tray without modifying your paper tray. This device is delivered with 'Installation instructions'.

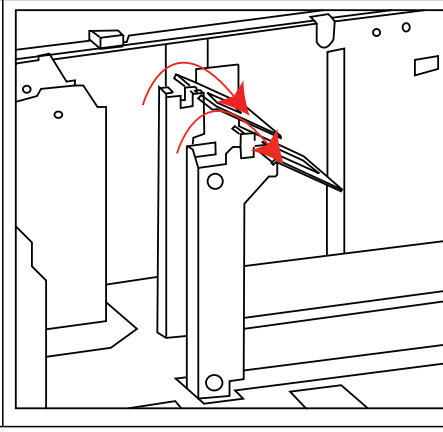
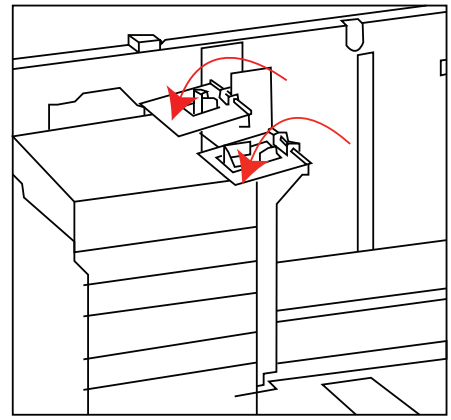
Note:
If you want to print on 7 x 10 inch media, this media has to be available in the media catalog. If the media catalog does not contain the 7 x 10 inch media, you have to register this media first, (see *'Perform a media registration for standard-size media'* on page 145).

Note:
If you print on 7 x 10 inch media, it is important that the paper tray contains enough media. The dashboard informs you when to load media.

Note:
Remove the device from the paper tray, when you want to load other media than 7 x 10 inch media.

How to load the media with the 7" x 10" Statement Size Support

	Action	Illustration
1	Open the paper tray	

	Action	Illustration
2	Flip the metal plates over to the right-hand side.	
3	Load the media.	
4	Flip the metal plates over to the left-hand side over the media.	
5	Close the paper tray	

Chapter 7
Keeping the printer running

Add toner

Introduction

This section describes how to add toner to the 2 toner reservoirs of the machine.

When to do

When a toner reservoir is empty or almost empty *'Check the status of the toner reservoirs'* on page 109.

Caution:
Only use the Océ VarioPrint 6000 toner.

Caution:
Never add more than 3 bottles at a time. The status bars of the toner indicators indicate the amount of bottles you are allowed to fill.

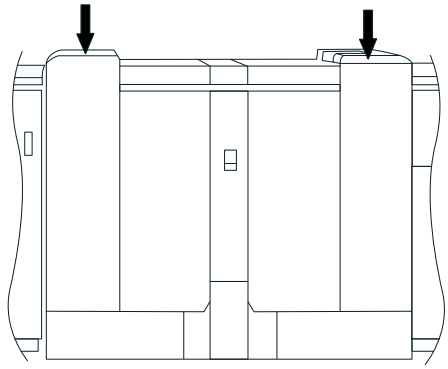
Caution:
The printer must be switched on to add the toner. You can add toner while the printer is busy.

Add toner

1. Shake the toner bottle well (see the instructions on the bottle).
2. Remove the screw cap from the bottle.

Caution:
Do not remove the seal from the bottle.

3. Open the front door of the toner reservoir you want to fill.



[163] Open the front doors

4. Open the lid of the toner reservoir.
5. Put the toner bottle into the opening of the toner reservoir.

Note:
The toner bottle only fits one way.

6. When the toner bottle is empty, carefully tilt the toner bottle into the horizontal position. Make sure that the opening of the toner bottle remains over the opening of the toner reservoir.
7. Rotate the toner bottle a half turn to the right to remove the residual toner.
8. Remove the toner bottle.
9. Close the lid of the toner reservoir.
10. Close the front door of the toner reservoir.

Finisher: Add staples

Introduction

The optional finisher *'The output locations'* on page 33 on top of the stacker can staple your jobs. The finisher contains 2 staplers. Both staplers are located inside the finisher. Stapler 1 is located at the back side. Stapler 2 is located at the front side.
This section describes how to add staples.

When to do

When a staple cartridge is empty or almost empty *'Check the status of the staple cartridges'* on page 111.

Note:
You can add short and long staples. It is important to add the correct staples. Use short staples when your documents contain up to 50 sheets. Use long staples when your documents contain more than 50 sheets. Only use staples of type S25 (long staples) or S37 (short staples).

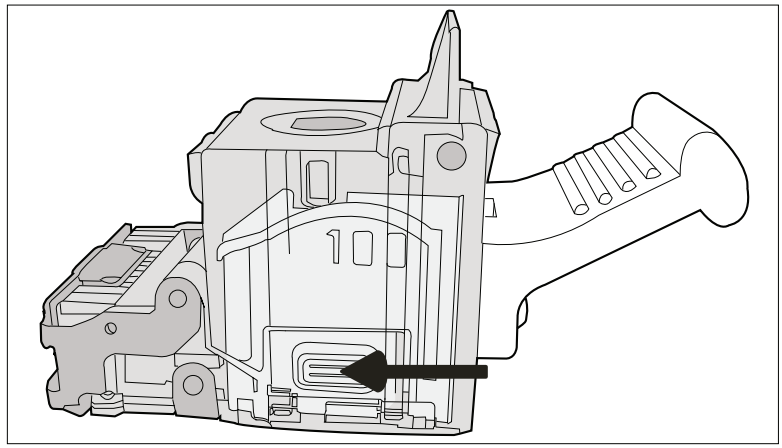
Get access to the staplers

1. Open the front door of the finisher.
2. Open top cover E1.
3. Open cover E5.
4. Lock cover E5 with the locking mechanism E6.
5. If required, slide stapler 1 to the center. This makes the access to the cartridge holder in stapler 1 easier.

Add staples

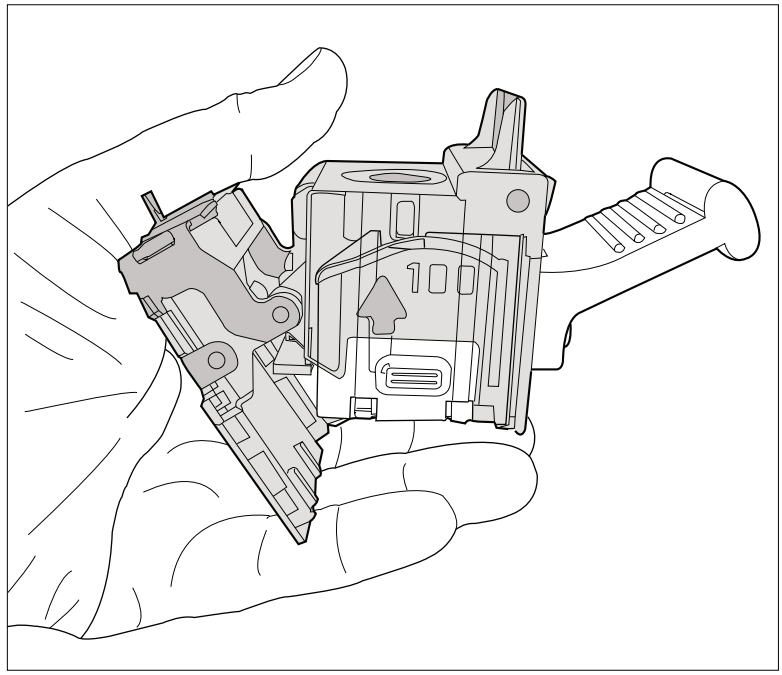
1. Remove the cartridge holder from the stapler.

2. Press the striped release buttons at both sides of the cartridge holder to unlock the lower cover.



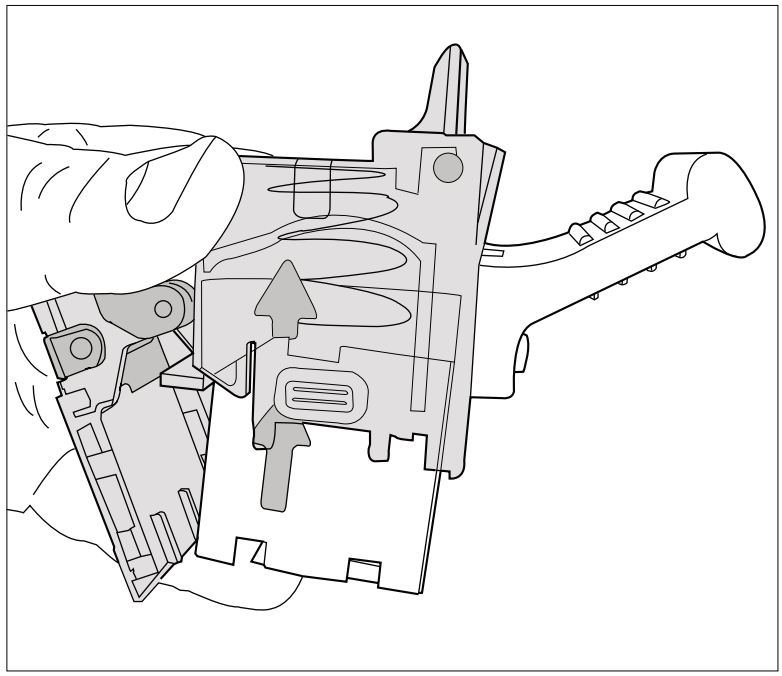
[164] Press the 2 release buttons simultaneously

The lower cover opens.



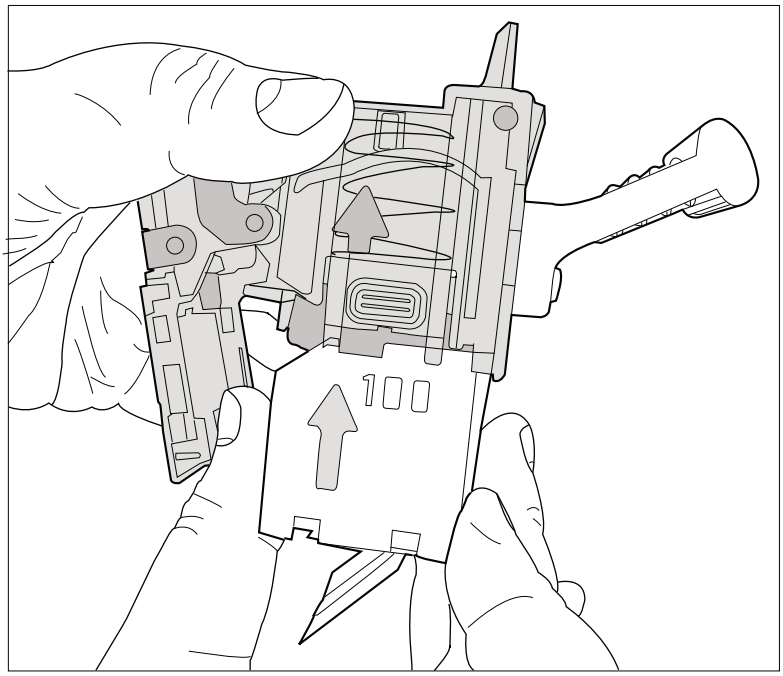
[165] The lower cover opens

3. Remove the empty staple cartridge in the opposite direction of the arrow.



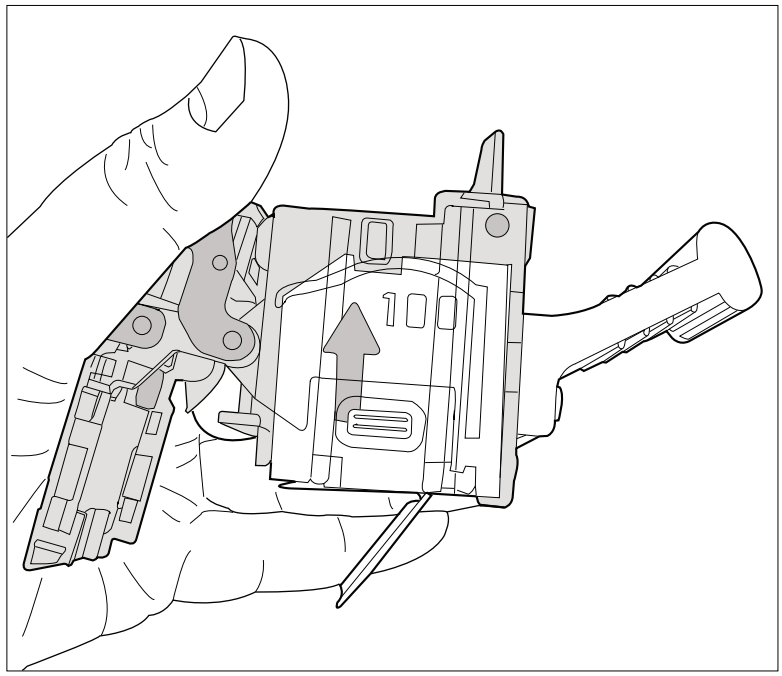
[166] Remove the staple cartridge

4. Slide a new staple cartridge into the cartridge holder, in the direction of the arrow.



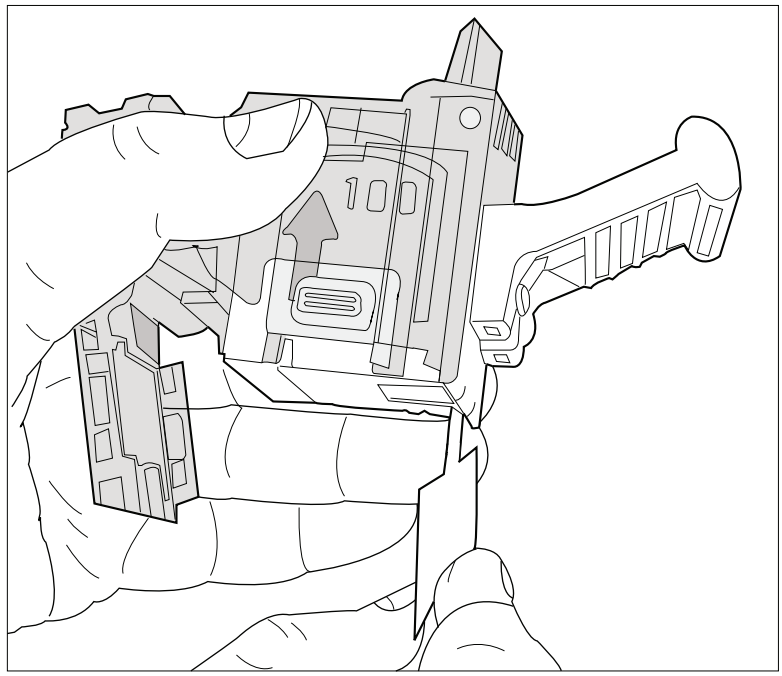
[167] Place a new staple cartridge

5. Push the staple cartridge into the cartridge holder until the cartridge clicks into place.



[168] Firmly push the staple cartridge into the holder

6. Remove the paper ribbon that secures the staples in the staple cartridge.



[169] Remove the paper ribbon

7. Close the lower cover.
8. Place the cartridge holder in the stapler.

Close the doors and covers

1. Hold cover E5 while you unlock E6.
2. Close cover E5.
3. Close top cover E1.
4. Close the front door of the finisher.

Stacker/stapler (iMFS): Replace the staple cartridge

Introduction

The optional stacker/stapler (see *'The output locations'* on page 33) contains 1 stapler that can put 1 or 2 staples into a document. This section describes how to replace the staple cartridge.

Note:
Only use staples of type S36.

Replace the staple cartridge

1. Open the front side of the stacker/stapler.
2. Pull the metal staple unit that contains the staple cartridge towards you.
3. Push and hold the little amber lever to the left to unlock the staple unit.
4. Pull the white, right-hand side of the staple unit towards you, at an angle of 90 degrees.
5. Hold the little metal ridge at the top of the staple unit to prevent that the staple unit slides to the front.
6. Take the staple cartridge from the holder and insert a new staple cartridge.
7. Push the little amber lever to the left to move the staple unit up again.
8. Close the front side of the stacker/stapler.

Troubleshooting

Introduction

The main types of possible errors are the following.

- Errors that relate to the machine
- Errors that relate to the jobs
- Toner problems that relate to the use of fiber-rich media.

This section gives an overview of the possible errors and the solutions to these errors.

Note:
Only operators who received the special maintenance training are allowed to replace or clean parts and solve paper jams in the process units.

Overview of the possible machine errors

Handle the machine errors

Error	Solution	Additional information
Paper jam	Follow the instructions on the operator panel.	After you solved the error, the machine starts from the point where the printing stopped due to the error. Please check for double prints.
Software error	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must restart the machine.
Service required	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must call Service.
Maintenance required	Follow the instructions on the operator panel.	The maintenance wizard appears. You need the maintenance PIN to access the maintenance mode. The machine is automatically switched off. *Note:* Only trained operators are allowed to perform maintenance tasks.

Error	Solution	Additional information
Unit reconditioning	Follow the instructions on the operator panel.	After an error was solved, the machine checks if the print job can continue from the point where the printing stopped. When you use cyclic media, you must probably remove a couple of sheets.
The system cannot determine if the output is complete	Follow the instructions on the operator panel and check the output.	The system can sometimes not determine if the output is complete. Then you must check the output. Touch the 'OK' button when the output is complete.

Overview of possible job errors

Handle job errors

Error	Solution	Additional information
The required supplies are not available	Add the required supplies (media, toner and staples) before the machine stops printing.	The dashboard helps you to determine when the supplies are required.
The defined combination of job settings is not possible	■ The controller corrects the settings. ■ You must define a correct combination of job settings in the 'Properties' section of the 'Jobs' view on the operator panel.	The solution depends on the place where the job settings are defined. ■ When the job settings are defined in an application or printer driver, the controller automatically corrects the settings. ■ When you define the job settings on the operator panel, the operator panel displays a message that the defined combination is not possible. The 'OK' button is disabled.

Overview of the possible toner pollution problems using media with high amounts of paper dust

When you use media with a high amount of paper dust, you can have problems with toner pollution of the prints right after the automatic black image cleaning procedure. Therefore it is advised to enable the 'Paper quality test' (see *'Start the Paper quality test '* on page 133) each time when a new batch of media is used. This is to be sure that the correct 'Paper quality' setting is still at the right level for this new batch.

Toner pollution problem	Solution
Toner pollution on the first sheets after the automatic black image cleaning procedure.	■ Change the 'Paper quality' setting from 'Normal' to 'Low' (see *'Change the Paper quality '* on page 133). ■ Use the 'Paper quality test' to determine if this new setting is the right cleaning mode for this media. ■ The sheets of the 5th set must be totally toner free, also at the edges of the media size width. ■ When these sheets still show toner pollution, you can set the 'Paper quality' setting to 'Lower' (see *'Change the Paper quality '* on page 133). ■ Use the 'Paper quality test' to verify that this new setting is the right cleaning mode for this media.
Toner pollution on the first sheets along the edge of the sheet (2-3 mm) after the automatic black image cleaning procedure.	■ Change the 'Paper quality' setting from 'Normal' to 'Low' (see *'Change the Paper quality '* on page 133). ■ Use the 'Paper quality test' to determine if this new setting is the right cleaning mode for this media. ■ The sheets of the 5th set must be totally toner free, also at the edges of the media size width. ■ When these sheets still show toner pollution, you can set the 'Paper quality' setting to 'Lower' (see *'Change the Paper quality '* on page 133). ■ Use the 'Paper quality test' to verify that this new setting is the right cleaning mode for this media. *Note:* When the peripheral pollution mainly occurs at 1 side of the sheet, it is advised to rotate the media in the paper tray by 180 degrees.

Toner pollution problem	Solution
A combination of the above pollutions.	■ Change the 'Paper quality' setting from 'Normal' to 'Low' (see *'Change the Paper quality '* on page 133). ■ Use the 'Paper quality test' to determine if this new setting is the right cleaning mode for this media. ■ The sheets of the 5th set must be totally toner free, also at the edges of the media size width. ■ When these sheets still show toner pollution, you can set the 'Paper quality' setting to 'Lower' (see *'Change the Paper quality '* on page 133). ■ Use the 'Paper quality test' to verify that this new setting is the right cleaning mode for this media.
Ghost images in mid and high toner coverage areas.	■ Change the 'Paper quality' setting from 'Normal' to 'Low' (see *'Change the Paper quality '* on page 133). ■ If the print quality is still not optimal with respect to mentioned ghost images, you can set the 'Paper quality' setting to 'Lower' (see *'Change the Paper quality '* on page 133).

Appendix A
Miscellaneous

Product specifications

Note:
The media specifications in the following table are based on plain paper of 80 g/m² or 20 lb bond.

Overview of the main product specifications

Product specifications

Item	Specification
Technology	Océ Gemini Instant Duplex technology
Print speed (2-sided)	Océ VarioPrint® 6160: ■ 170 images/minute (A4/Letter) ■ 88 images/minute (A3/Ledger) Océ VarioPrint® 6200: ■ 200 images/minute (A4/Letter) ■ 106 images/minute (A3/Ledger) Océ VarioPrint® 6250: ■ 250 images/minute (A4/Letter) ■ 132 images/minute (A3/Ledger) Océ VarioPrint® 6320: ■ 314 images/minute (A4/Letter) ■ 168 images/minute (A3/Ledger) *Note:* For 1-sided printing, the print speed of A4 or Letter like media is 125 images/minute for all machine types except for the Océ VarioPrint® 6320. This machine has a print speed of 157 images/per minute for 1-sided printing.
Supported media sizes	■ Minimum 8 x 8 inch ■ Maximum 12.5 x 19.2 inch
Supported media weights	■ 33 - 202 lb. bond for Océ recommended media ■ 40 - 135 lb. bond for other media

Item	Specification
Printable area	Long edge: maximum 19.1 inches Short edge: maximum 12.5 inches
Active registration	< .02 inches
Input capacity per paper module	■ Normal trays 1 and 2: 600 sheets each ■ Bulk trays 3 and 4: 1,700 sheets each
Output capacity per output location	■ Stacker: 6,000 sheets in 2 stacks of 3,000 sheets each ■ Finisher: Top tray: 900 sheets Middle tray: 1,000 sheets each Lower tray: 1,800 sheets. Upper output: 500 sheets ■ Stacker/stapler: Output tray: 2,000 sheets Upper output: 250 sheets
Supported media sizes per output location	■ Stacker: All media sizes between 8 x 8 inch and 12.5 x 19.2 inches ■ Finisher: Long edge: 10.8 - 12.04 inches Short edge: 8.18 - 8.66 inches ■ Stacker/stapler, output tray (stapled sheets): Long edge: 203 mm - 488 mm Short edge: 203 mm - 297 mm ■ Stacker/stapler, output tray (unstapled sheets): Long edge: 203 mm - 488 mm Short edge: 203 mm - 320 mm ■ Stacker/stapler, upper output: Long edge: 178 mm - 488 mm Short edge: 203 mm - 320 mm
Stapling capacity	■ Finisher: 100 sheets ■ Stacker/stapler: 80 sheets. You can set a value from 30 - 80 in the Settings Editor application
Toner	Océ VarioPrint 6000 toner

Item	Specification
Resolution	■ 1200 dpi ■ 180 lpi
Warm-up time	< 12 minutes
Network connectivity	10/100 Mbit and 1 Gbit Ethernet
Network protocols	■ TCP/IP ■ IPX ■ SMB
Higher level protocols	■ LPR/LPD for job submission ■ Socket printing ■ SNMP ■ IPP
Supported PDLs	■ Adobe® PostScript® 3™ / streaming PostScript® ■ PCL 6 (combines PCL5e and PCL XL) ■ PDF 1.6 ■ Xerox® PPP support
Supported applications	■ Océ VarioPrint® 6000 Ultra Line printer driver ■ Océ PRISMAprepare ■ Océ PRISMAaccess ■ Océ PRISMAproduction ■ Océ DPlink emulation of Xerox® DocuTech™ 61xx (Xerox® DigiPath® 1.2, 2.0, 2.1, 3.x and 4.x, and Xerox® FreeFlow™ 2.x) ■ Kodak® KDK Link ■ EFI® Fiery Central

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US